

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1 - Requirements and Job Descriptions

EU Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine) 1-2023 Call for Contributions				
Organisation:	EUAM Ukraine			
Job Location:	As indicated below			
Employment Regime:	As indicated below			
Job Titles/ Vacancy notice:	Ref:	Name of the Post:	Location:	Availability:
	<u>Seconded (48)</u>			
	UAH 002	Deputy Head of Mission	Kyiv	ASAP
	UAC 005	MAC Analyst	Kyiv	ASAP
	UAC 007	Legal Adviser	Kyiv	1 Apr 2023
	UAC 020	Head of Political Analysis & Coordination Division	Kyiv	ASAP
	UAC 022	Political Adviser (Regional)	Kyiv/Countrywide	ASAP
	UAC 024	Political Adviser	Kyiv	ASAP
	UAC 031	Senior Planning & Evaluation Officer	Kyiv	1 May 2023
	UAC 034	Senior Reporting Officer	Kyiv	ASAP
	UAM 003	Planning and Reporting Officer	Kyiv/Countrywide	ASAP
	UAM 005	Senior Adviser on Prosecution	Kyiv/Countrywide	8 Apr 2023
	UAM 006	Criminal Investigations Adviser on Organised Crime	Kyiv/Countrywide	ASAP
	UAO 002	Deputy Head of Operations	Kyiv	1 Mar 2023
	UAO 040	Head of Good Governance & Digital Transformation and Innovation Unit	Kyiv	ASAP
	UAO 044	Civil Society Adviser	Kyiv	ASAP
UAO 062	Senior Adviser on General Policing	Kyiv	ASAP	

UAO 063	Adviser on General Policing	Kyiv	ASAP
UAO 066	Community Policing Adviser/Trainer	Kyiv	ASAP
UAO 083	Senior Adviser IBM (Integrated Border Management)	Kyiv	2 Mar 2023
UAO 090	Head of Rule of Law Component	Kyiv	ASAP
UAO 111	Senior Advisor on Prosecution (Organised Crime)	Kyiv	ASAP
UAO 114	Senior Advisor on Witness Protection	Kyiv	ASAP
UAO 122	Senior Advisor on Criminal Investigations	Kyiv	ASAP
UAO 134	National and State Security Adviser	Kyiv	ASAP
UAO 135	Senior Advisor on the Prosecution of International Crimes	Kyiv	ASAP
UAO 136	Head of Unit – IC Prosecutions	Kyiv	ASAP
UAO 137	Head of Unit – IC Investigations	Kyiv	ASAP
UAO 138	Senior Advisor on Organised Crime (Weapons)	Kyiv	ASAP
UAT 003 UAT 009	Senior Adviser on Investigation of International Crimes	Kyiv/Countrywide	ASAP
UAT 012 UAT 013 UAT 016	Senior Adviser on Prosecution of International Crimes	Kyiv/Countrywide	5 Mar 2023 29 Mar 2023 ASAP
UAT 019	Senior Adviser on Investigation of Conflict-Related Sexual Violence	Kyiv/Countrywide	1 Feb 2023
UAT 020	Senior Adviser on the Investigation of Trafficking of Human Beings	Kyiv/Countrywide	11 Feb 2023
UAT 026	Senior International Crime Investigation Analyst	Kyiv/Countrywide	ASAP
UAT 027	Senior Adviser on Legal Reform	Kyiv	1 Apr 2023
UAT 033 UAT 035	Senior Adviser on Complex Forensic Crime Scene Analysis	Kyiv/Countrywide	ASAP 6 Apr 2023
UAT 041	Senior Adviser on Military Structures and Analysis (civilian)	Kyiv/Countrywide	ASAP

LVC 001	Planning and Reporting Officer	Lviv	17 Feb 2023
LVO 003	Adviser/Trainer on Community Policing	Lviv	ASAP
LVO 004	Adviser / Trainer on Criminal Investigations	Lviv	ASAP
LVO 008	Senior Adviser on General Policing	Lviv	ASAP
LVO 009	Senior Adviser on Prosecution	Lviv	ASAP
ODO 005*	Adviser/Trainer on Community Policing	Odessa	25 Feb 2023
UAD 011	Mission Security Assistant	Kyiv	ASAP
UAD 012	Mission Security Assistant		ASAP
UAD 013	Mission Security Assistant		ASAP

Seconded/Contracted (7)

UAC 050	Head of Public Information Division / Senior Spokesperson	Kyiv	ASAP
ODD 002	Mission Security Officer	Odessa	ASAP
MAD 001		Kyiv	ASAP
UAS 011	Finance Officer	Kyiv	ASAP
UAS 020	Head of Procurement	Kyiv	16 Jan 2023
UAC 051	Press and Public Information Officer	Kyiv	ASAP
UAO 032	Human Resources Reform Development Adviser/Trainer	Kyiv	ASAP

Deadline for Applications: **6 February 2023, 17.00 CET**

Applications must be submitted via:

- 1) You have the nationality of an EU Member State: you must use Goalkeeper to apply:**
 - a) You are already registered on Goalkeeper AND you have an EU Login:**
<https://goalkeeper.eeas.europa.eu/registrar/web>
 - b) You do not have a Goalkeeper account or an EU Login:**
<https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do>
- 2) You do not have the nationality of an EU Member State:**
Only seconded nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered): Please contact your seconding authority to send them your application form.

	<p>Please Note: <i>Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your national Seconding Authority for more information on applying for vacant Seconded positions. We cannot provide contact details of national Seconding Authorities.</i></p>
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): Jessica Gussarvius cpcc-ukraine@eeas.europa.eu</p>

() Availability of the post depends on extension confirmation*

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States/invited/contributing Third States (Contributing States) will be considered. Contributing States will bear all personnel-related costs for seconded personnel, e.g. salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from contributing Third States are not entitled to receive allowances paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Contracted Personnel – The Mission may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

Tour of Duty/Contract Period – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

Co-location of Strategic Advisors – Posts relating to Strategic Advice to the Ukrainian authorities are likely to involve co-location / embedding with those authorities. The usual daily place of work of the respective strategic advisers will therefore be at the premises of those institutions they are advising. Personnel nominated should be made aware of this and that, whilst generally working conditions within the premises of Ukrainian authorities are good, the Mission has little influence over them.

Location of seconded Experts:

Applicants must be authorised to work in Ukraine. The Mission continuously assesses the security situation in the Area of Operations. Applicants may also be asked to work in the Temporary Mission Headquarters, or may be requested to telework pending from operational requirements and if the security situation required it. Advisers must be able and willing to work in Ukraine, including in High/Critical Risk Environments. Positions with location advertised with (*) may be deployed for long-term to Field Office Odessa and/or Lviv or Mobile Unit.

The Civilian Operations Commander requests that contributing States propose candidates for the following international expert positions for EUAM Ukraine, according to the requirements and profiles described below:

I. GENERAL CONDITIONS

Citizenship – Citizenship of an EU Member State or of a Contributing Third State.

Integrity – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. The candidates are not allowed to provide or discuss any information or document because of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. They shall carry out their duties and act in the interest of the Mission.

Flexibility and Adaptability – The candidates must be able to work in arduous conditions with a limited network of support, with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. civilian and military staff) and be able to cope with extended separation from family and usual environment.

Availability – The candidates must be able to undertake any other tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission.

Physical and Mental Health – The selected candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission and in its Area of Operation. Selected candidates should undergo an extensive medical examination as requested by the seconding authority or the Mission in accordance with “Fit to work clearance” procedure prior to recruitment/deployment to prove that they comply with the requirement.

As temporary measure and while the COVID-19 pandemic persists, Missions will request an extensive medical examination taking into account the exceptional circumstances of COVID-19 crises. In a similar manner a dental examination should be certified where it is stated that no eminent dental issues are foreseen. A copy of the result of the medical examination as well as the certification must be provided by seconded/contracted personnel as well as interns and sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr instruction 12-2018 as amended.)

To ensure duty of care in the civilian Common Security Defence Policy (CSDP) Mission, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing (Third) States/country of residence.

Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.

II. REQUIREMENTS

II.A Essential Requirements

The following are essential requirements in respect of civilian international experts to the Missions for all Job Descriptions:

1. Education and Training

The candidates should have a recognised academic qualification under the European Qualifications Framework (EQF)¹, or equivalent, at a level specified in the individual job descriptions.

2. Knowledge

The candidates should have knowledge of the EU Institutions and Mission Mandate, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

3. Skills and abilities

Language Skills² – Spoken and written proficiency in the working language of the Mission (English). Certain positions may require higher language skills further specified in the individual job descriptions.

Communication and Interpersonal Skills – The candidates must have excellent interpersonal and communication skills, both written and oral. In particular, they must be able to write reports in the working language of the Mission.

Organisational skills - The candidates must have excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.

Computer Skills – Skills in word processing, spreadsheet and e-mail systems are essential.

Driving Skills – The candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle.

Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

II.B Desirable Requirements

Knowledge of the Mission area – The candidates should have a good knowledge of the history, culture, social and political situation of the region and also knowledge of the police, judiciary and governmental structures as well as to be aware of gender perspectives as per UNCHR 1325.

Knowledge and Experience of SSR - The candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area.

Training and Experience – The candidates should have attended a Civilian Crisis Management Course or equivalent.

Language – Some proficiency in local language(s).

Driving Licence - Category C driving licence.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

Passport – The selected candidates must have a passport from their respective national authorities. If possible, a Service Passport or Diplomatic Passport should be issued.

¹ <https://ec.europa.eu/ploteus/content/descriptors-page>

² [Common European Framework of References for Languages](#)

Visas – Contributing States and selected candidates must ensure that visas are obtained for entry into the Mission area prior to departure from their home country, if applicable. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

Education diploma(s)/certificate(s) or/and professional certificate(s) – The selected international contracted candidates must have and present to the Mission the university diploma or the professional certificate/diploma, depending on the job description, before signing the contract or the taking up duties.

Required Personnel Security Clearance (PSC) – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

Certificate/Booklet of Vaccination – The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the Area of Operation of the Mission.

Medical Certificate – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. As temporary measure and while the COVID-19 pandemic persists, Missions will take account the exceptional circumstances of COVID-19 crises. In a similar manner a dental examination should be certified where it is stated that no eminent dental issues are foreseen.

For selected contracted candidates, in compliance with “Fit to work clearance procedure”, a copy of the result of the medical examinations as well as the fitness to work certificate, for seconded selected candidate, the fitness to work certificate must be sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr instruction 12-2018 as amended.)

The Heads of Mission reserve the right to reject the recruitment of any selected candidate that proves to be medically unfit to work in a civilian CSDP Mission.

Security trainings/HEAT training - Before the deployment, it is mandatory to complete both SAFE & MISSIONWISE and Code of Conduct on-line training courses – registration and course on the link:

<https://webgate.ec.europa.eu/eeas/security-e-learning>

Candidates **must have undergone a certified Hostile Environment Awareness Training no more than three years ago**. In case the HEAT-certificate is expired (but the candidate has undergone the training), Mission Security and Duty of Care Department will organize a refresher training before deployment to Ukraine.

Personal Protection Equipment – Due to the High Risk environment, the national authorities should provide seconded selected candidates with protection equipment (PPE)

Deficiencies in any of the documents asked for a specific position may result in failure of the selection process.

IV. ADDITIONAL INFORMATION

Gender balance - The EU strives for improved gender balance in CSDP operations in compliance UNSCR 1325. CPCC encourages the Contributing States and European Institutions to take this into account when offering contributions at all levels.

Application Form – For candidates holding an EU citizenship, applications will be considered only when using the online Application Form (AF) accessible on the Goalkeeper-Registrar software module, indicating which position(s) the candidate is applying for. Candidates seconded by Contributing Third States will apply using the Application Form for third states in Annex 3.

Selection Process – The candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission (by phone or by video conference), before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the Contributing (Third) States will bear any related costs.

N.B The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment taking into account the operational needs of the CSDP Missions concerned.

Information on the Outcome – Contributing States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

Pre-Deployment Training (PDT) – The Candidate should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy.

Data Protection - The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (eu) 2018/1725 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. The Privacy statement is available on the EEAS website as well as in the Goalkeeper system.

V. JOB DESCRIPTIONS

The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the Operational Plan (OPLAN)

Position Name: Deputy Head of Mission	Employment Regime: Seconded	
Ref. Number: UAH 002	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Head of Mission Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Deputy Head of Mission reports to the Head of Mission.

2. Main Tasks and Responsibilities:

- To deputise and represent the Head of Mission as required;
- To participate in the development of the overarching Mission policy and implementation strategy;
- To participate in the development and overall planning of the Mission activities and the development of Mission reports in cooperation with the Chief of Staff;
- To participate in the implementation of the Mission mandate following up on operational activities, with due respect to the core function of the Head of Operations;
- To support the Head of Mission in the duty of care of Mission members and contribute as required;
- To support the advancement of Human Rights and Gender related aspects with relevant Mission internal and external stakeholders, including civil society actors, in close coordination with the Mission's Human Rights and Gender advisers;
- To support the Mission efforts to coordinate and collaborate with EU representatives (notably EU Delegations, military Common Security Defence Policy (CSDP) Missions and Operations and EU Justice and Home Affairs agencies), Member States and other international actors in line with the integrated approach;
- To support the Head of Mission in delivering strategic communications including targeted work on disinformation;
- To fulfil the role of responsible authority in the framework of the Code of Conduct and take disciplinary decisions in the first instance;
- To ensure Mission Standard Operating Procedures are developed, implemented and periodically reviewed;
- To contribute to the training of Mission members;
- To provide instructions and review reports delegated by the Head of Mission;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;

- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 12 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years at senior coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments.

6. Desirable Qualifications and Experience:

- Master's degree/MBA in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in performance and change management;
- Experience in strategic analyses, planning and reporting;
- Professional qualification and/or certificate in management/leadership;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge and experience of EU accession processes.

Position Name: Mission Analytical Capability (MAC) Analyst	Employment Regime: Seconded	
Ref. Number: UAC 005	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Chief of Staff Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Mission Analytical Capability (MAC) Analyst reports to the Head of Mission and is administratively line managed by the Chief of Staff.

2. Main Tasks and Responsibilities:

- To support the Mission situational awareness in accordance with the agreed Mission Analytical Capability (MAC) concept;
- To establish where required and as directed by the Head of Mission liaison arrangements with relevant counterparts;
- To provide input and draft Mission reports, including special reports;
- To disseminate MAC products internally and/or externally as directed by the Head of Mission and ensure the security of the information handled by the MAC;
- To contribute to political products drafted by the Mission, in liaison with the Political Analysis and Coordination Division (PACD);
- To contribute to security and risk assessments conducted by the Mission, in liaison with the Senior Mission Security Officer;
- To contribute to developing and maintaining MAC working methodology and relevant Standard Operating Procedures;
- To act upon the Head of Mission information and analysis requirements;
- To help if so directed with analysis related to hybrid threats including disinformation and/or other theatre-specific emerging challenges;
- To identify the specific dynamics and actors linked to the situation of the Area of Operation;
- To identify, monitor and report on emerging and on-going hybrid and other threats/challenges in the area of operation and against the Mission, the host nation and EU interests, and to further develop the Missions' 'early warning' capacity on hybrid and other threats, in coordination with relevant actors in the Mission;
- To manage Mission interaction with EU Intelligence and Situation Centre (INTCEN)/Single Intelligence Analysis Capacity including the Hybrid Fusion Cell, in coordination with Head of PACD.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience in handling, processing and analysis of information from various sources, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Analytical skills and knowledge of information collection;
- Writing and reporting skills;
- Ukrainian and/or Russian language skills.

6. Desirable Qualifications and Experience:

- Master's degree in any of the fields of Political Science, International Relations, or other related fields;
- Experience in use of analytical IT packages and processes;
- Successful completion open-source intelligence courses;
- Experience in analysing hybrid threats and other emerging threats;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Good understanding of the political, cultural, historical and security situation of the region where the Mission operates.

Position Name: Legal Adviser	Employment Regime: Seconded	
Ref. Number: UAC 007	Location: Kyiv	Availability: 01 April 2023
Component/Department/Unit: Chief of Staff Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Legal Adviser reports to the Head of Mission and is administratively line managed by the Chief of Staff.

2. Main Tasks and Responsibilities:

- To provide legal expertise and advice to Mission management pertaining to the Mission and its legal framework, status and mandate;
- To exercise oversight in all legal aspects of Mission operations, including operational issues, contracts related to legal or financial issues, contracts of employment and other administrative legal issues;
- To liaise with international and local stakeholders on legal issues;
- To act as a Mission Data Protection Advisor providing legal expertise, advice and training on personal data protection;
- To coordinate and cooperate with Civilian Planning and Conduct Capability and the European Commission Foreign Policy Instruments on legal matters;
- To advise the Head of Mission and Head of Mission Support on the legal aspects of contracts related to the Mission premises, communications, IT, procurement including purchase agreements, service agreements, lease agreements, Administrative/Technical Arrangements, special service agreements etc.;
- To advise the Chief of Staff and Head of Human Resources on legal issues including but not limited to selection, recruitment, employment contracts, secondment etc.;
- To coordinate and liaise with other components of the Mission on issues where legal expertise is required;
- To provide advice on the status of the Mission on privileges and immunities, Mission internal administrative proceedings etc.;
- To draft arrangements with other actors such as EU Delegation and other international organisations, Common Security and Defence Policy Missions and operations, EU agencies, host country authorities and non-governmental organisations etc.;
- To oversee project implementation from the legal perspective;
- To provide legal advice, guidance and training to Mission members regarding the local legal system and legislation;
- To liaise and coordinate with other relevant host country bodies concerning legal matters;
- To coordinate access to document requests and reply to Ombudsman complaints;
- To monitor the legal internal consistency of policies and the consistency with EU law;
- To prepare legal advice and assistance on all legal issues related to Mission policies and operations;
- To advise the Deputy Head of Mission on disciplinary matters;
- To deliver training material on legal issues to Mission members and other organisations;
- To identify and report on lessons identified/learned and best practices within the respective field of responsibility.

3. General Tasks and Responsibilities:

- To contribute to identification of lessons learned and best practices in the area of competence
- To contribute and ensure timely reporting on activities within the respective area of competence
- To coordinate and liaise with management and components of the Mission on issues where legal expertise is required; To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma in law OR a qualification in the National Qualifications Framework in law which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area in law, e.g. Master's Degree; AND
- After having obtained the relevant degree/qualification, at least 5 years of relevant and proven full-time professional experience.

5. Essential Knowledge, Skills and Abilities:

- Excellent drafting skills;
- Complex problem solving skills;
- Ability to prioritize and manage a demanding workload;
- Excellent interpersonal and communication skills;
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds desirable.

6. Desirable Qualifications and Experience:

- Experience as a practising lawyer or legal adviser in a European legal system or an international organisation;
- Experience in legal administrative issues (i.e. contracts, etc.);
- Understanding and experience of public international law, European law, labour law, data protection law;
- Substantial knowledge of the functioning of the EU, EEAS and in particular CSDP Missions desirable;
- International experience, particularly in crisis areas with multinational and international organisations;
- Experience in and sound practical understanding of legal reform processes in fragile environments, including the development of legal policy and legislation;
- Previous experience on downsizing and liquidation of an international Mission.

7. Desirable Knowledge, Skills and Abilities:

- Good understanding of the political, cultural, historical and security situation of the region where the Mission operates
- Knowledge of the jurisprudence in the host country.

Position Name: Head of Political, Analysis & Coordination Division	Employment Regime: Seconded	
Ref. Number: UAC 020	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Chief of Staff Office/Political, Analysis & Coordination Division	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Head of Political, Analysis & Coordination Division reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Division in the implementation of the Mission mandate as set out in the OPLAN and relevant planning documents;
- To oversee the Division's input to the development and regular updating of the Mission Implementation Plan, in particular with regard to political and strategic aspects of the mission's mandate implementation;
- To follow the policy matters pertaining to the Mission mandate implementation and to provide analysis and advice on same to the HoM (Head of Mission) , DHOM (Deputy Head of Mission), and Senior Mission Management;
- To advise HoM, DHOM, and Senior Mission Management on political matters relating to or influencing on the Mission and to provide analysis and advice on same, particularly in view of their possible impact on the Mission mandate implementation;
- To lead and support the Mission's activities with the Parliament, including with regard to the legislative drafting, and in view of the implementation of the Mission's mandate;
- To contribute to the political aspects of press and public information activities, including to assist in clearance of draft press releases, public statements and articles as appropriate;
- To coordinate the political input and to review regular Mission reporting and other reports, papers and briefings in relation to the implementation of the Mission mandate;
- To supervise the Mission's coordination and cooperation activities with local, EU and international counterparts, including to support the Integrated Approach of the EU action;
- To work closely with the EU Delegation to ensure that activities are consistent with an overall EU Integrated Approach;
- To ensure consistency and sustainability of the Mission operational activities over time;
- To oversee the political contribution to the Mission's Reporting Division in particular in reference to mandatory reporting to EEAS and EU Member States;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree The qualification should be in any of the fields of Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Experience of working with diplomacy or political affairs;
- Ability to engage with senior officials/governmental level decision makers;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish plan, and review priorities;
- Ukrainian or/and Russian language skills.

6. Desirable Qualifications and Experience:

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Experience in implementation of reform programmes including a proven ability to establish/review priorities.

7. Desirable Knowledge, Skills and Abilities:

N/A

Position Name: Political Adviser (Regional)	Employment Regime: Seconded	
Ref. Number: UAC 022	Location: Kyiv/Field Offices	Availability: ASAP
Department/Component/Unit: Chief of Staff Office/Political, Analysis and Coordination Department/Political Section	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Political Adviser reports to the Head of Political, Analysis & Coordination Division.

2. Main Tasks and Responsibilities

- To advise the Head of Political, Analysis & Coordination Division on issues in order to ensure coherence between Mission activities and the wider political context;
- To follow the political developments in theatre, in particular in the regions and to provide analysis and advice on same, particularly in view of their possible impact on the Mission mandate implementation;
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors, Contributing Third States and international organisations;
- To advise the Head of Field Office and FO staff on the local political situation, monitoring of local stakeholders and media;
- To prepare regular analysis and reporting on the local political situation, as well as briefings and notes to ensure timely information to the chain of command;
- To assist in conducting and coordinating official visits according to protocol rules.
- To follow the political developments in theatre, in particular in the regions and to provide analysis and advice on same, particularly in view of their possible impact on the Mission mandate implementation;
- To advise on and contribute to the coordination of politically sensitive Mission activities in the regions;
- To focus in particular on hybrid threats in the regions;
- To contribute to the preparation of briefings and notes as requested;
- To conduct briefings for Mission staff and other individuals or groups as appropriate.

3. General Tasks and Responsibilities

- To draft regular Mission reporting and other reports as appropriate, as well as briefings as requested.
- To contribute to lessons learned identification;
- Take account of gender equality and human rights aspects in the execution of tasks
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The

qualification should be in any of the domains of Political Science, International Relations, Geopolitics, International Security, Law; AND

- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities

- Drafting and presentation skills;
- Political judgement and diplomatic skills, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level;
- Communication and advocacy skills with the ability to deliver clear advice.

6. Desirable Qualifications and Experience

- Knowledge and experience in the field of security sector reform in liaison with security and justice actors;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP;
- International experience, particularly in crisis areas with multinational and/or international organisations, ideally in a political advisory capacity.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or/and Russian language skills.

Position Name: Political Adviser	Employment Regime: Seconded	
Ref. Number: UAC 024	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Chief of Staff Office/Political Analysis and Coordination Division	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Political Adviser reports to the Head of Political, Analysis & Coordination Division.

2. Main Tasks and Responsibilities

- To follow political developments in theatre and the region and provide analysis and advice, particularly in view of the possible impact on the Mission mandate implementation;
- To advise the Head of Political, Analysis and Coordination Division on issues in order to ensure coherence between Mission activities and the wider political context;
- To ensure the Head of Mission and senior Mission management are regularly updated on political developments;
- To advise the Head of Mission and senior Mission management on the political impact of ongoing reforms related to the Mandate implementation;
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors, contributing third states and international organisations;
- To contribute to the analysis and advice on policy matters pertaining to the Mission mandate implementation;
- To draft Mission reports and prepare briefings, notes and meeting records;
- To prepare briefings and notes to ensure timely information to the chain of command or any other internal and external individuals or groups as requested or planned;
- To assist in conducting and coordinating official visits according to protocol rules;
- To contribute to the political aspects of press and public information activities, including to assist in clearance of draft press releases, public statements and articles;
- To act as alternate Mission spokesperson as required;
- To be the point of contact on issues related to the protection of cultural heritage as required.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices on political related aspects;
- To contribute and ensure timely reporting on political related activities;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the domains of Political Science, International Relations, Geopolitics, International Security, Law; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities

- Drafting and presentation skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level.

6. Desirable Qualifications and Experience

- Knowledge and experience in the field of security sector reform in liaison with security and justice actors;
- Sound understanding of the EU CFSP and CSDP policies;
- International experience, particularly in crisis areas with multinational and/or international organisations, ideally in a political advisory capacity;
- Knowledge and experience of EU accession process.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian and/or Russian language skills.

Position Name: Senior Planning and Evaluation Officer	Employment Regime: Seconded	
Ref. Number: UAC 031	Location: Kyiv	Availability: 1 May 2023
Department/Component/Unit: Chief of Staff Office/Planning, Reporting and Evaluation Division/Planning office	Level of Security Clearance: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Senior Planning and Evaluation Officer reports to the Head of Planning, Reporting and Evaluation Division (PRED).

2. Main Tasks and Responsibilities

- To coordinate and lead the work of the Planning Office;
- To develop, maintain and regularly update the Mission Implementation Plan (MIP) in close cooperation with the relevant Mission operational elements and other stakeholders;
- As and when needed, to support and contribute to the revision of the Mission mandate and Operational Plan (OPLAN) in terms tasks and benchmarking framework
- To coordinate and provide quantitative and qualitative analysis of Mission internal inputs and with regards to the progress of mandate implementation;
- To liaise regularly with the Mission operational and advisory elements on one hand and stakeholders in the Mission's governance structures on the other for information exchange, coordination, and cooperation;
- To help prepare Mission coordination meetings on the progress of mandate implementation and ensure that Mission personnel is also regularly updated;
- To contribute to the Mission Project Cell activities by identifying and revising project proposals in line with the Mission mandate;
- To coordinate, develop and implement baseline surveys, monitoring and evaluation exercises for assessing the impact of the Mission activities.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The diploma should be in one of the fields of Political Sciences, International Relations, Diplomacy, Law, Social Sciences or Public Administration or other closely related fields of study; AND
- A minimum of 4 years of relevant and proven professional experience, in strategic analysis, planning, evaluating and reporting, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Excellent interpersonal and communication skills;
- Sound understanding of strategic and operational considerations;
- Ability to work proactively whilst adhering to the goals of the team he/she leads, and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve;
- Ability to establish priorities, to plan and to exercise control over the conduct of activities;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level.

6. Desirable Qualifications and Experience

- Experience in the area of knowledge management, organisational learning or policy development related working experience;
- Experience in the area of civilian security sector reform;
- International experience, particularly in crisis areas with multinational and/or international organisations.

7. Desirable Knowledge, Skills and Abilities

- Knowledge of the political, cultural and security situation of the mission area and other areas within the same geopolitical region;
- Ukrainian and/or Russian language skills.

Position Name: Senior Reporting Officer	Employment Regime: Seconded	
Ref. Number: UAC 034	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Chief of Staff/ Planning, Reporting and Evaluation Division	Level of Security Clearance: EU CONFIDENTIAL	Open to contributing third States: No

1. Reporting Line:

The Senior Reporting Officer reports to the of Head of Planning, Reporting and Evaluation Division.

2. Main Tasks and Responsibilities:

- To manage and coordinate the work and staff of the Reporting Office;
- To manage the Mission's reporting and analysis requirements, including, but not limited to, the Weekly Operational Summary, the Six-Monthly Report and Special Reports as well as ad-hoc reports requested by the Mission's management or CPCC;
- To implement a reporting system in line with the regular reporting schedule and supervise all reports to be submitted to the chain of command;
- To supervise information data handling, including logging and tracking of all written products, ensuring rapid retrieval of documents and information, including access to classified material;
- To coordinate regular meetings and exchange with Political Advisors, Security Office, Press and Public Information Department, Operations Department and other key analytical functions to optimise coordination and synergy;
- To deliver regular presentations and briefings to Mission staff, as well as international and local interlocutors;
- To liaise with external partners in order to enhance information collection and analysis;
- To support external communication, cooperation and coordination on the technical planning level in coordination with the Missions Operational and Cooperation/Coordination Components;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To supervise and support the drafting and analysis of reports originating from the Mission's operational elements and channel relevant information in line with the relevant planning documents.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma; OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the

European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master' degree AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Analytical capability, political awareness and judgement and knowledge of information collection and analytical methods;
- Report compilation, drafting and editing skills;
- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team
- Ability to establish, plan, review priorities and work in a methodical manner;
- Ability to communicate and engage with senior officials and governmental decision makers.

6. Desirable Qualifications and Experience:

- Experience in the area of knowledge management, organisational learning or policy development related working experience;
- Previous experience in crisis management Missions, including in the area of SSR (including policing, rule of law), or in the political/diplomacy field.

7. Desirable Knowledge, Skills and Abilities:

- Understanding of the multi-dimensional aspects of conflict management and/or knowledge and experience of working in the region.

Position Name: Planning and Reporting Officer	Employment Regime: Seconded	
Ref. Number: UAM 003	Location: Kyiv/Countrywide	Availability: ASAP
Department/Component/Unit: Chief of Staff Office/Planning, Reporting and Evaluation Division	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Planning and Reporting Officer reports to the Head of Planning, Reporting and Evaluation Division.

2. Main Tasks and Responsibilities

- To advise and support the Head of the Mobile Unit in reporting on the activities in the region according to the Head of Mission's directions, Operation Plan, Mission Implementation Plan (MIP), Operations Implementation Framework (OIF) and other relevant planning documents. To this effect, he/she supports the Head of Planning, Reporting and Evaluation Division and monitors and reports on the progress of mandate implementation, including the identification of challenges, options and solutions and through benchmarking, analysis of internal operational reporting and evaluation;
- To help to ensure that operational activities and projects in the region are conducted in accordance with the Mission's instructions;
- To identify informational needs and contribute to the Mission reporting and information gathering;
- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Missions' area of responsibility;
- To contribute to the development and regular updating of the MIP and Operations Implementation Framework OIF in close cooperation with the relevant Mission's operational elements and other key stakeholders;
- To contribute to the identification and development of new projects in line with the objectives of the Mission's mandate and in support of the Mission's Project Management Unit;
- To develop and implement baseline surveys, monitoring and evaluation exercises to evaluate and assess the impact of the Mission's activities;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To prepare and give presentations; produce talking points, speeches and presentations on behalf of others.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities

- Report compilation, drafting and editing skills;
- Communication and presentation skills;
- Analytical capability and knowledge of information collection;
- Political awareness and understanding.

6. Desirable Qualifications and Experience

- Experience in planning and progress assessment;
- Experience in project management;
- Experience in international work/missions/projects to support host state reforms in the area of Security Sector/Rule of Law.

7. Desirable Knowledge, Skills and Abilities

- Analytical and drafting capability and profound knowledge of information collection and analytical methods;
- Ukrainian or/and Russian Language skills.

Position Name: Senior Adviser on Prosecution	Employment Regime: Seconded	
Ref. Number: UAM 005	Location: Kyiv/Countrywide	Availability: 08 Apr 2023
Department/Component/Unit: Operations Department/Mobile Unit 1	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Prosecution reports to the Head of Mobile Unit.

2. Main Tasks and Responsibilities

- To provide advice and assistance to the relevant regional/local Ukrainian partners in implementing reforms in accordance with the EUAM HQ policies, priorities and direction in the area of criminal justice – focusing on pre-trial investigations, prosecution, case management, criminal courts – and legal reform;
- To support and advise on prosecution reforms;
- To support and advise the Regional prosecutor's Office on developing sustainable working and evaluation processes as well as on cooperation with other regional authorities, especially police – prosecution cooperation;
- To support and advice relevant regional counterparts on criminal justice related matters and legal reform;
- To develop for approval and maintain FO Work Plan in the area of Prosecution and Rule of Law;
- To keep regular contact with MHQ Prosecution Unit, and to contribute to the according activities;
- To design and deliver trainings, workshops, webinars, round tables, briefings, conferences as appropriate;
- Assist HoFO in preparing budget for the Rule of Law issues and run according procedures;
- To assist the HoFO in coordinating and drafting regional plans/policies on all Rule of Law matters;
- To travel within the Mission's area of operations as required.
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing less developed structural areas in the performance and accountability of counterparts/institutions and to propose solutions for developing and strengthening counterparts/institutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate.

3. General Tasks and Responsibilities

- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To identify best practice and lessons learned within the field of responsibility;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; AND
- A minimum of 6 years of relevant professional experience (out of which a minimum of 3 years of experience in the field of prosecution, criminal defence or as a criminal judge), after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Ability to represent the Mission at the highest levels of local counterparts.

6. Desirable Qualifications and Experience

- Experience of designing and delivering training;
- Experience in project management;
- Experience in international work/Missions/projects to support host state reforms in the area of Security Sector/Rule of Law.

7. Desirable Knowledge, Skills and Abilities

- Knowledge and understanding of the institutional, legal and policy frameworks integrating the value of gender mainstreaming;
- Ukrainian or/and Russian language skills.

Position Name: Criminal Investigations Adviser on Organised Crime	Employment Regime: Seconded	
Ref. Number: UAM 006	Location: Kyiv/Countrywide	Availability: ASAP
Department/Component/Unit: Operations Department/Mobile Unit I	Security Clearance Level: EU RESTRICTED	Open to Contributing Third States: Yes

1. Reporting Line

The Criminal Investigations Adviser on Organised Crime reports to the Head of Mobile Unit I.

2. Main Tasks and Responsibilities

- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training as laid out in the Mission Implementation Plan on a strategic and operational level
- To provide expertise to strengthen the capabilities in the field of criminal investigations;
- To support the Mission to address areas of weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide advice and training to the relevant regional/local Ukrainian partners on the investigation of organised crime with a focus on types of crimes/criminality which are high in the regions;
- To help ensuring an effective implementation of reorganising the pre-trial investigation unit (investigators) and criminal police unit (operatives) at police station level (inter-district/hub and district), including reorganising police structure, SOPs, job descriptions etc.;
- To provide analysis and recommendations to the local counterparts where identified and necessary;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other relevant Mission advisers;
- To design and deliver training activities.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank;
AND

- A minimum of 5 years of relevant professional experience, including experience in national/international training units/programmes for law enforcement agencies, after having fulfilled the education requirements.

5. Essential knowledge, Skills and Abilities

- Presentation skills;
- Ability to plan, multi-task and manage time effectively.

6. Desirable Qualifications and Experience

- Experience of designing and delivering training;
- Experience in project management;
- Experience in international work/missions/projects to support host state reforms in the area of Security Sector/Rule of Law.

7. Desirable Knowledge, Skills and Abilities

- Knowledge and understanding of the institutional, legal and policy frameworks integrating the value of gender mainstreaming;
- Ukrainian or Russian language skills.

Position Name: Deputy Head of Operations	Employment Regime: Seconded	
Ref. Number: UAO 002	Location: Kyiv	Availability: 1 Mar 2023
Division/Department/Unit: Operations Department	Level of Security Clearance: EU SECRET	Open to contributing third States: No

1. Reporting Line

The Deputy Head of Operations reports to the Head of Operations.

2. Main Tasks and Responsibilities

- To support the Head of Operations in the implementation of Mission operational components and activities incl. Field Offices, units and teams, ensuring tasks are carried out in accordance with the Mission mandate and Operation Plan (OPLAN);
- To deputise in the absence of the Head of Operations;
- To contribute to the development of the Mission overarching policy and Mission implementation strategy;
- To ensure Mission management are regularly updated on Mission operational requirements and mandate implementation progress particularly in relation to resource requirements;
- To ensure the Mission operational elements are updated regularly on the political and security situation in the Mission area, based on inputs and assessments from the Political Adviser and the Mission Security;
- To provide input for drafting and updating the Mission Implementation Plan and identify Mission operational requirements as situations evolve;
- To design Mission operational activities, tasks and objectives;
- To ensure close cooperation with local counterparts and other relevant stakeholders;
- To cooperate with other EU and international actors within the scope of the Mission mandate;
- To coordinate with project leaders on funding required for the execution of Mission activities within the area of responsibility;
- To ensure Standard Operating Procedures are developed, implemented and periodically reviewed;
- To contribute to the induction and training of Mission members;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- Proactively raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;

- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree; AND
- A minimum of 10 years of relevant experience, (including experience as a legal practitioner, judge, prosecutor or practising lawyer etc.) after having fulfilled the education requirements, out of which minimum 5 years at management level.

5. Essential Knowledge, Skills and Abilities

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Understanding of peace stabilisation mechanisms and conflict prevention.

6. Desirable Qualifications and Experience

- International experience, particularly in crisis areas with multinational and/or international organisations would be an asset;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or/and Russian Language skills.

Position Name: Head of Good Governance & Digital Transformation and Innovation Unit	Employment Regime: Seconded	
Ref. Number: UAO 040	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations Department/ Governance Component/Good Governance, Digital Transformation and Innovation Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Head of Good Governance and Digital Transformation and Innovation Unit reports to the Head of Governance Component.

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan(MIP);
- To lead, manage and coordinate the work and staff of the Unit to ensure it delivers on the Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by the Head of Mission;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP benchmarking in the relevant Line of Operations;
- To act as Mission focal point and direct counterpart to relevant Ukrainian authorities on good governance, digital transformation and innovation matters;
- To support Ukrainian counterparts, notably Law Enforcement Agencies, on how to enhance innovation in their institutions, mainstreaming the Mission's cross-cutting priorities including good governance, human rights & gender, and anti-corruption;
- To advise, support and propose innovative techniques and methods to improve the functioning of Law Enforcement Agencies to increase their efficiency, accountability, and public confidence;
- To ensure, at operational level, coordination with other relevant operational units within the Mission;
- To coordinate with other Mission components and horizontal advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Unit with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instruction to the Unit;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices on governance and digital transformation/innovation related aspects;
- To contribute and ensure timely reporting on Governance and Digital Transformation and innovation related activities;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree, OR equivalent and attested customs, police or/and military education or training or an award of an equivalent rank AND
- A minimum 6 years of relevant professional experience, out of which a minimum of 2 years at coordination/management level, experience in change management, management and implementation of reform programmes, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Solid knowledge of reform processes in public administrations;
- Ability to engage with senior officials/governmental level decision makers; to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Ability to mentor and motivate local counterparts and Mission staff;
- Ability to manage and coordinate a diverse team;
- Excellent interpersonal and communication skills, including presentation skills;
- Ability to plan, multi-task and manage time effectively;
- Highly resilient under physical and mental pressure.

6. Desirable Qualifications and Experience

- Previous experience in a similar position;
- Professional Training Qualification/Certification;
- Experience in project management;
- Innovative thinking;
- Experience in international efforts to support host state reforms in the area of Security Sector Reform (SSR)/Rule of Law.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or/and Russian language skills.

Position Name: Civil Society Adviser	Employment Regime: Seconded	
Ref. Number: UAO 044	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations Department/ Governance Component/Good Governance, Digital Transformation and Innovation Unit	Level of Security Clearance: EU CONFIDENTIAL	Open to contributing Third States: Yes

1. Reporting Line

The Civil Society Adviser reports to the Head of Good Governance, Digital Transformation and Innovation Unit.

2. Main Tasks and Responsibilities

- To provide strategic advice and assistance to Ukrainian Law Enforcement Agencies to ensure the effective participation of civil society in reform processes in line with good governance principles;
- To support host state authorities in developing strategies/policies/plans in cooperation with society where appropriate and as directed by the Head of Unit;
- To maintain contacts and build relationships with relevant Ukrainian counterparts, in particular civil society actors;
- To ensure close coordination and cooperation with other international missions or organizations in relevant areas;
- To undertake analysis and data collection of civil society organizations and matters relating to all aspects of the implementation of the Mission's mandate;
- To conduct Mission training/workshop/other activities in line with the agreed priorities;
- To ensure the Operational Implementation Framework (OIF) being updated through coordination and cooperation with the Head of Unit;
- To liaise closely and support other Teams/Units/Components and the Field Offices with advice and support relating to civil society matters, including civil society participation in community safety fora;
- To work and travel within the Mission's area of operations;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To design and deliver training, as appropriate;

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree, OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Experience in civil society outreach and consultation;
- Presentation and communication skills;
- Excellent team-working skills;
- Analytical skills;
- Ability to plan, multi-task and manage time effectively.

6. Desirable Qualifications and Experience

- Experience in project management;
- Experience of change management;
- International experience, particular in crisis areas with multinational and international organisations;
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law.

7. Desirable Knowledge, Skills and Abilities

- Knowledge and understanding of the institutional, legal and policy frameworks integrating the value of gender mainstreaming;
- Ukrainian or/and Russian language skills.

Position Name: Senior Adviser on General Policing	Employment Regime: Seconded	
Ref. Number: UAO 062	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations Department/ Law Enforcement Agencies Component/ Police Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on General Policing reports to the Head of Police Unit.

2. Main Tasks and Responsibilities

- To enhance the awareness of the relevant Ukrainian partners of EU policing standards, models and approaches;
- To assist them in identifying choices, making informed decisions, analysing implications and planning in the context of shaping Ukrainian police reforms and their implementation;
- To provide expertise to strengthen the capabilities on general policing, including service-minded and citizen-oriented Policing, specifically police management, command and control, patrolling, crime scene management, traffic enforcement, first response etc.;
- To advise on the European best practises in managing human resources within a modern police force;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities on general policing;
- To identify and connect with relevant (international) donors in the same field of expertise and implementation on general policing topics;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effectively on general policing;
- To manage and lead projects on general policing and advise and support the relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise;
- To participate in working groups at Law Enforcement Agencies, when necessary, to develop the inter-agency cooperation, build resilience, etc.
- To coordinate the general and community policing activities in the Unit in line with the Mission mandate;
- To assist in the implementation of training activities on general policing and on contingency planning, crisis response and hybrid threats in conflict and post-conflict environment;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with advisers on cross-cutting issues;
- To design and deliver training.

3. General Tasks and Responsibilities

- To identify best practice and lessons learned within the field of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To contribute and ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR police or military equivalent education or training and rank; AND
- A minimum of 6 years of relevant professional experience in general policing in a senior position, after having fulfilled the educational requirements.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts on strategical/tactical level;
- Knowledge of general policing issues;
- Ability to engage with senior officials/ governmental level decision makers.

6. Desirable Qualifications and Experience

- Experience of designing and delivering training;
- Experience in Programs, and project management;
- Experience on Strategic/ Tactical Managerial - or Senior Expert level;
- Knowledge of recent developments in policing and management and awareness of the recent developments and good European best practices.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or/and Russian Language skills;
- Reform- and/or change management/ -processes knowledge and skills.

Position Name: Adviser on General Policing	Employment Regime: Seconded	
Ref. Number: UAO 063	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations Department/ Law Enforcement Agencies Component/ Police Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Adviser on General Policing reports to the Head of Police Unit.

2. Main Tasks and Responsibilities

- To enhance the awareness of relevant Ukrainian partners of EU policing standards, models and approaches;
- To assist and advise Ukrainian counterparts in identifying choices, making informed decisions, analysing implications and planning in the context of police reforms and their implementation;
- To provide expertise to strengthen capabilities on general policing, specifically service-minded and citizen-oriented policing, crime scene management, operations planning etc.;
- To assist and advise the National Police in European practices regarding Mid-Level management training and Senior Level Management training;
- To identify and advise relevant Ukrainian partners on capacity and training in general policing;
- To manage and lead projects on general policing and advise and support relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise, in coordination with the community policing team and other components;
- To advise in the implementation of training activities on general policing;
- To support the Mission's efforts in addressing less developed structural areas in the performance and accountability of counterparts/institutions and to propose solutions for developing and strengthening counterparts/institutions;
- To design and deliver training, as appropriate.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices on general policing related aspects;
- To contribute and ensure timely reporting on general policing related activities;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested customs, police or/and military education or training or an award of an equivalent rank; AND
- After having fulfilled the educational requirements a minimum of 5 years of relevant professional experience in general policing.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Knowledge of general policing issues;
- Ability to engage with senior officials/ governmental level decision makers;
- Experience in project management.

6. Desirable Qualifications and Experience

- Experience of designing and delivering training;
- Experience of workflow and decision-making in central Police institutions.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian and/or Russian language skills.

Position Name: Community Policing Adviser/Trainer	Employment Regime: Seconded	
Ref. Number: UAO 066	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Law Enforcement Agencies Component /Police Unit	Security Clearance Level: EU RESTRICTED	Open to Contributing Third States: Yes

1. Reporting Line

The Community Policing Adviser/Trainer reports to the Head of Police Unit.

2. Main Tasks and Responsibilities

- To identify and advise relevant central and regional/local Ukrainian partners on the capacity and training opportunities in the community policing field;
- To support relevant regional/local Ukrainian partners in identifying appropriate equipment and infrastructure needed to deliver effective training;
- To work as an Adviser/Trainer travelling within the Mission's area of operations as per EUAM HQ direction;
- To provide expertise to strengthen the capabilities in the community policing field;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify, analyse and disseminate information on all regional/local community policing activities within her/his area of responsibility as required;
- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To conduct Mission direct training activities according to the Mission Implementation Plan and relevant agreed training curricula.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices on community policing related aspects;
- To contribute and ensure timely reporting on community policing related activities;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, including experience in national/international training units/programmes for Law Enforcement Agencies, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Presentation skills;
- Ability to plan, multi-task and manage time effectively.

6. Desirable Qualifications and Experience

- Professional Training Qualification/Certification;
- Experience in international efforts to support host state reforms in the area of Civilian Security Sector Reform (CSSR) on national and regional level, in particular in the field of community safety, crime prevention and road traffic safety.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or/and Russian language skills.

Position Name: Senior Adviser on Integrated Border Management (IBM)	Employment Regime: Seconded	
Ref. Number: UAO 083	Location: Kyiv	Availability: 2 March 2023
Component/Department/Unit: Operations Department/Law Enforcement Agencies Component/ IBM Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Adviser IBM reports to the Head of IBM Unit.

2. Main Tasks and Responsibilities:

- In partnership and cooperation with international actors in the field of Integrated Border Management (IBM), e.g. EU4IBM, EUDEL, FRONTEX, International Centre for Migration Policy Development, International Organisation for Migration, and EUBAM Moldova/Ukraine, to increase awareness and understanding amongst responsible Ukrainian officials of various models of border policing, customs tasks, and immigration control in the EU;
- To promote, encourage and advise commanders and decision makers responsible for the State Customs Service and Border Guard Service to identify shortages and implement recommendations and improvements;
- To support and advise relevant IBM stakeholders, especially State Border Guard Service (including Coast Guard), Customs Service, State Migration Service, National Police of Ukraine, State Security Service, and Port Authorities, if applicable, in developing sustainable business processes, quality management and evaluation processes, as well as on coordination and cooperation with other authorities, related to IBM;
- Drafting of advice, action plans, roadmaps, operational plans, contingency plans, human resources management and administration related products, such as Standard Operational Procedures, reports, annual plans, projects, development plans and related documentation and training material in line with EU best practices;
- To plan and implement projects to promote IBM at national and regional level, including inter-agency cooperation, prevention of smuggling and illegal immigration, countering cross-border crime and anti-corruption;
- To coordinate all activities closely with all other EU and international actors working in support of the Ukrainian border agencies;
- To advise the leadership of the Border Guard and/or State Customs Service on harmonisation of reforms with broader Civilian Security Sector Reform's (CSSR);
- To advise the leadership of IBM actors on requirements of Schengen Acquis regarding future membership of European Union.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned on integrated border management related aspects;
- To contribute and ensure timely reporting on integrated border management activities;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Extensive knowledge of European best practices, including Schengen Border Code, Schengen Handbook and Schengen Catalogue and Integrated Border Management development and implementation on national level;
- Extensive knowledge in Integrated Border Management related issues, at national level from Border Police/Guards, Customs, Migration or Police;
- Ability to mentor and motivate local counterparts;
- Knowledge of customs management and Integrated Border Management;
- Ability to represent the Mission at the highest levels of local counterparts;
- Excellent written English and drafting skills.

6. Desirable Qualifications and Experience:

- International or European experience in CSDP missions, JHA-agencies operations or equivalent;
- Experience of change management, related outreach and consultation;
- Experience in managing training projects and preparing of trainings or exercises in civilian security sector institutions;
- Experience in an international organisation operating in a conflict or immediate post-conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Experience in the developing strategies, action plans, benchmarking, evaluation, legislative works and working in the central level of the agency or in a ministry;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge and understanding of the institutional, legal and policy frameworks integrating the value of gender mainstreaming;
- Ukrainian or Russian language skills.

Position Name: Head of Rule of Law Component	Employment Regime: Seconded	
Ref. Number: UAO 090	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations/Rule of Law Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Head of Rule of Law Component reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To lead, manage, and coordinate the work and staff of the units and teams of the Rule of Law Component;
- To ensure close coordination with other Mission operational units and advisers, including on cross-cutting issues and support functions;
- To oversee the Rule of Law Component's input to the development and regular updating of the Mission Implementation plan by supporting the identification of relevant Mission operational requirements;
- To ensure the effective use of the Component's resources and quality of outputs, including the quality of the analytical products, plans, recommendations and reports;
- To coordinate, guide and ensure the quality and relevance of the Component's contribution to reporting, briefings, talking points, etc.;
- To engage with relevant Ukrainian authorities (President's administration, Parliament, Ministries, Security and Intelligence Services, and Law Enforcement Agencies) to develop the reform agenda, notably EU accession;
- To support the development of the rule of law institutions, security and intelligence services and investigative bodies as set out in the planning documents and Mission Implementation Plan;
- To oversee and follow up on review of legislation to ensure compliance with EU acquis as well as European standards and best practices, with a view to furthering Ukraine's accession to the EU;
- To coordinate and supervise the Component in the establishment and development of the institutions fight against economic crime and corruption of state officials;
- To coordinate and supervise the Component to identify and advise the relevant Ukrainian partners on capacity building and training opportunities;
- To coordinate, supervise and ensure quality in the implementation of sustainable training activities focusing on the development of training material, curricula and capacity building at the Academies, Universities and training centres, focusing to the training of trainers,
- To participate to the steering and development of the projects and act as the Project Manager or project activity owner, if required;
- To participate in steering of the projects of external funding, if applicable;
- To deputise the Head of Operations and Deputy Head of Operations, if required.
- To ensure that Head of Units and their staff perform their work in a secure and safe environment in coordination with the Security and Duty of Care;
- To ensure Standard Operating Procedures are implemented within the Component;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;

- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the area of responsibility;
- To contribute and ensure timely reporting on activities within the area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Ability to represent the Mission at the highest levels of local counterparts.

6. Desirable Qualifications and Experience:

- Senior management experience in a relevant organisation on the national level with tasks of strategic nature;
- Management experience in an international organisation operating in a conflict or immediate post-conflict situation;
- Experience in strategic analysis, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Master's degree in management, business administration or other related subjects, Managerial track record, including in change management and programme/project delivery.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the political, cultural and security situation of the Mission's area and other areas within the same geopolitical region;
- Knowledge Public Administration organisation at managerial level in a relevant service within Civilian Security Sector of a Member State;
- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on Prosecution (Organised Crime)	Employment Regime: Seconded	
Ref. Number: UAO 111	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations Department/ Rule of Law Component/ Criminal Investigation & Organised Crime Unit/ Organised Crime Team	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Prosecution (Organised Crime) reports to the Head of Criminal Investigation and Organised Crime Unit.

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to strengthen capabilities in prosecution, with a focus on organised crime;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the prosecution;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective prosecution;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other relevant advisers;
- To design and deliver training.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the

framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements including experience in prosecution in relation to organised crime and/or complex crime cases.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Ability to engage with senior officials/ governmental level decision makers;
- Knowledge of prosecution service.

6. Desirable Qualifications and Experience

- Experience of designing and delivering training;
- International experience, particular in crisis areas with multi-national and international organisations;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or/and Russian Language skills.

Position Name: Senior Adviser on Witness Protection	Employment Regime: Seconded	
Ref. Number: UAO 114	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations Department/Rule of Law Component/ Criminal Investigation & Organised Crime Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Witness Protection reports to the Head of Criminal Investigation and Organised Crime Unit.

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To provide expertise and strategic advice to strengthen capabilities on witness protection and organised crime;
- To facilitate the support of the European Agencies, e.g. EUROPOL, and EU Member States' Law Enforcement Agencies;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities on witness protection and organised crime;
- To support relevant Ukrainian partners in identifying appropriate equipment and infrastructure needed to deliver effective on witness protection and organised crime;
- To manage and lead projects on witness protection and organised crime;
- To advise and support relevant Ukrainian partners in implementing externally funded projects or initiatives in his/her field of expertise;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience, including in the field of fighting organised crime, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Knowledge of the national witness protection program of an EU Member State and of international cooperation in this area, including practical knowledge on EUROPOL and EU Member States platforms capabilities for witness protection;
- Ability to mentor and motivate local counterparts;
- Profound knowledge of managing witness protection programmes;
- Ability to engage with senior officials/ governmental level decision makers.

6. Desirable Qualifications and Experience

- Experience of designing and delivering trainings;
- Experience in project management;
- Experience of international cooperation in the field of witness protection and organised crime.

7. Desirable Knowledge, Skills and Abilities

- Knowledge and understanding of the institutional, legal and policy frameworks integrating the value of gender mainstreaming;
- Ukrainian or/and Russian language skills.

Position Name: Senior Adviser on Criminal Investigations	Employment Regime: Seconded	
Ref. Number: UAO 122	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations/ Rule of Law Component/ Criminal Investigations and Organised Crime Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Adviser on Criminal Investigations reports to the Head of Criminal Investigation and Organised Crime Unit.

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities on criminal investigations;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to modernise criminal investigations;
- To advise and support the relevant Ukrainian partners in implementing externally funded projects/ initiatives in his/her field of expertise;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other relevant advisers;
- To design and deliver training.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the

framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND

- A minimum of 6 years of relevant professional experience, (including experience in coordinating with other LEA and the prosecution service as well as in criminal investigations), after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Deep knowledge and experience in all matters related to criminal investigations;
- Knowledge of drafting legislation related to the strategic aspects of criminal investigations;
- Knowledge of strategic, operational and tactical criminal analysis;
- Ability to identify training needs of the counterparts and draft a training curricular for criminal police.

6. Desirable Qualifications and Experience

- Experience of designing and delivering trainings;
- Experience in project management;
- International experience, particularly in crisis areas with multinational and/or international organisations.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian and/or Russian language skills.

Position Name: National and State Security Adviser	Employment Regime: Seconded	
Ref. Number: UAO 134	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations Department/Rule of Law Component/ National and State Security Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The National and State Security Adviser reports to the Head of National and State Security Unit.

2. Main Tasks and Responsibilities:

- To support the reform and institutional development of Ukrainian counterparts, notably the Security Service of Ukraine (SSU), the Foreign Intelligence Service of Ukraine (FISU), and the National Security and Defence Council of Ukraine (NSDC);
- To provide strategic advice and assistance to the aforementioned counterparts and relevant parliamentary committees, in close coordination and cooperation with other international stakeholders, including the EUDEL, NATO and the US Embassy;
- To deliver Mission's advice on key strategies and reform initiatives relating to intelligence and security issues, including Ukraine's National Security Strategy and its sectoral strategies, the SSU reform strategy, and the draft SSU-law and related laws;
- To advise and support NSDC, SSU, and FISU in improving their intelligence analyses and management capabilities as well as improving their decision-making processes towards an intelligence-based model;
- To advise and support on internal and external oversight, including on the establishment of a Parliamentary Oversight Committee;
- To render support to relevant Ukrainian counterparts on digitalisation;
- To support the development of the SSU's and FISU's capabilities to counter hybrid threats information operations, open source intelligence, human intelligence, financial intelligence, intelligence, operational, tactical and strategic analysis, counter terrorism and counter intelligence;
- To assist relevant Ukrainian authorities in identifying and analysing SSR-related legislative needs, challenges, options and solutions;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree, OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, preferably in a relevant ministry, national intelligence, or security service, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Practical understanding of legal reform processes including the development of legal policy and legislation.

6. Desirable Qualifications and Experience:

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Ukrainian and/or Russian language skills;
- Experience of reform of a security/intelligence service;
- Experience of providing strategic advice to international interlocutors and moving reform processes forward;
- International experience at strategic level in fragile and conflict affected states, bilaterally or with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Understanding of Ukrainian law and legislative procedures;
- Understanding and knowledge of Ukrainian challenges in the area of intelligence.

Position Name: Senior Advisor on the Prosecution of International Crimes	Employment Regime: Seconded	
Ref. Number: UAO 135	Location: Kiev	Availability: ASAP
Component/Department/Unit: Operations/Rule of Law/International Crimes Prosecutions Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Senior Advisor on the Prosecution of International Crimes reports to the Head of International Crimes Prosecutions Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan and, in particular, the extension to the mandate to provide support to Ukrainian authorities to facilitate the investigation and prosecution of any international crimes (war crimes, crimes against humanity, genocide, and crime of aggression) committed in the context of Russia's unprovoked and unjustified military aggression against Ukraine;
- To support, mentor, and advise the Office of the Prosecutor General (OPG) and other prosecution and law enforcement bodies in the prosecution of international crimes (war crimes, crimes against humanity, genocide, and crime of aggression);
- To fulfil the role of a point of contact for Atrocity Crimes Advisory Group (ACA) partners and to coordinate common activities;
- To be the focal point for requests from the OPG and responsible for identifying expertise and coordination with ACA partners to respond effectively;
- To coordinate the experts from the Prosecution Support Unit who will provide strategic advice, mentoring, legal and subject-matter assistance to the OPG on the investigation and prosecution of international crimes, including legal analysis, and management of the implementation of responses to other specialised requests from the OPG;
- To organise, foster and maintain excellent working and diplomatic relations at a senior level between Ukrainian institutions and international organisations and governments including from the USA, the UK, and from European Union institutions and Member States;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To be embedded within the local institution, security permitting.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies in law of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum 6 years of relevant professional experience as a prosecutor, judge or criminal defence attorney, out of which a minimum of 2 years at coordination/management level (including experience of international crimes at national or international level and having practised in the areas of international criminal law and international humanitarian law), after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Outstanding organisational skills and ability to coordinate multiple activities involving numerous international organisations;
- Ability to coordinate at a high diplomatic and operational level.
- Strong drafting, communication and analytical skills combined with sound judgement;
- Ability to mentor, advise and motivate local counterparts;
- Knowledge of designing and delivering training.

6. Desirable Qualifications and Experience:

- Ability to maintain diplomatic relations and to ensure communication and coordination in a complex, multicultural environment;
- A good understanding of international crimes in the context of Russian aggression committed in Ukraine.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Ukrainian or/and Russian languages.

Position Name: Head of Unit-International Crimes Prosecutions	Employment Regime: Seconded	
Ref. Number: UAO 136	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations Department/Rule of Law Component/International Crimes Prosecutions Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Head of Unit International Crimes Prosecutions reports to the Head of Rule of Law Component.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan(MIP) and, in particular, the extension to the mandate to provide support to Ukrainian authorities to facilitate the prosecution of any international crimes (war crimes, crimes against humanity, genocide, and crime of aggression) committed in the context of Russia's unprovoked and unjustified military aggression against Ukraine;
- Exercise leadership, management, direction, coordination and ultimate responsibility for the work and staff of the Unit to ensure it delivers on Mission mandate within the field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by the Head of Mission;
- To design and direct the Unit in the implementation of strategies, initiatives and work streams that support Ukrainian authorities and, in particular, the Public Prosecutor's Office of Ukraine (PPO) and other relevant law enforcement bodies involved in the investigation and prosecution of international crimes;
- To direct and lead the Unit in providing strategic advice and training to Ukrainian authorities in particular in the areas of prosecution strategies, and the implementation of best international practices when applying international humanitarian law and international criminal law;
- To set realistic targets and goals for the Unit to achieve in supporting the extension to the mandate;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP benchmarking in the relevant Line of Operations;
- To ensure, at an operational level, coordination with other relevant operational units within the Mission;
- To coordinate with other Mission Components and horizontal advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility, including ensuring close cooperation with the Atrocity Crimes Advisory Group, the International Criminal Court, and with Eurojust, as well as with Member States acting in direct support of the investigation and prosecution of international crimes in Ukraine;
- To act as the representative of the Unit with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instruction to the Unit;
- To identify, manage and report the risks arising from specific processes/systems/projects implemented;

- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies in law of at least 4 years attested by a diploma OR a qualification in the National Qualification Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree, OR equivalent AND
- A minimum 6 years of relevant professional experience as a prosecutor, judge or criminal defence attorney, out of which a minimum of 2 years at coordination/management level (included experience of international crimes at the national or international level and having practised in the areas of international criminal law and international humanitarian law), after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge how to prepare, conduct or adjudicate complex criminal cases;
- Planning and organisational skills including managing conflicting priorities and working with tight deadlines;
- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to communicate and engage with senior officials and governmental decision makers.

6. Desirable Qualifications and Experience:

- A good understanding of international crimes in the context of Russian aggression committed in Ukraine;
- International experience, particularly in crisis areas, with multinational and/or international organisations;
- Master degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Ukrainian and Russian languages.

Position Name: Head of Unit - International Crimes Investigations	Employment Regime: Seconded	
Ref. Number: UAO 137	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations Department/Rule of Law Component /International Crimes Investigations Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Head of Unit International Crimes Investigations reports to the Head of Rule of Law.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) and, in particular, the extension to the mandate to provide support to Ukrainian authorities to facilitate the investigation of any international crimes (war crimes, crimes against humanity, genocide, and crime of aggression) committed in the context of Russia's unprovoked and unjustified military aggression against Ukraine;
- To exercise leadership, management, direction, coordination and ultimate responsibility for the work and staff of the Unit to ensure it delivers on the Mission mandate within the field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by the Head of Mission;
- To design strategies, initiatives and work streams that support Ukrainian authorities involved in the investigation of international crimes, particularly, the National Police of Ukraine, the Special Bureau of Investigations and the Security Service of Ukraine, and to direct the Unit in the implementation of the above;
- To support Ukrainian law enforcement agencies in improving cooperation and coordination between themselves as well as with the Office of the Prosecutor General;
- To direct and lead the Unit in providing strategic advice and training to Ukrainian authorities in particular in the areas of investigation strategies, and the implementation of best international practices in investigating international crimes in Ukraine;
- To set realistic targets and goals for the Unit to achieve in supporting the extension to the mandate;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP benchmarking in the relevant Line of Operations;
- To ensure, at the operational level, coordination with other relevant operational units within the Mission;
- To coordinate with other Mission Components and horizontal advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility, such as the International Criminal Court;
- To act as the representative of the Unit with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instruction to the Unit;
- To identify, manage and report the risks arising from specific processes/systems/projects implemented;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;

- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualification Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree, OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum 6 years of relevant professional experience as an investigator, out of which a minimum of 2 years at the coordination/management level, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Experience in investigating complex cases;
- Experience of investigating international crimes at the national or international level (specialised court/tribunal or executive international mission);
- International experience, particularly in crisis areas, with multinational and/or international organisations;
- Planning and organisational skills including managing conflicting priorities and working with tight deadlines;
- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Knowledge of international criminal law and international humanitarian law.

6. Desirable Qualifications and Experience:

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Ukrainian or/ and Russian languages.

Position Name: Senior Adviser on Organized Crime (Weapons)	Employment Regime: Seconded	
Ref. Number: UAO 138	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations Department/Rule of Law Component/ Criminal Investigation & Organised Crime Unit/ Organised Crime Team	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Adviser on Organized Crime reports to the Head of Criminal Investigations and Organised Crime Unit.

2. Main Tasks and Responsibilities:

- To support the development of the Law Enforcement Agencies (LEA) in the field of combating arms trafficking/trade and proliferation, as well as controlling the circulation and licensing of firearms through mentoring and advising;
- To serve as a key interlocutor on strategic and operational level with LEAs and other key partners combating arms trafficking/trade and proliferation;
- To cooperate and conduct needs assessment at key beneficiaries, including: the National Police, State Border Guard Service, Security Service of Ukraine, State Customs Service, State Bureau of Investigation and other dedicated LEAs, in criminal intelligence, investigations and other arms and proliferation related matters;
- To advise and support the development of strategic documents (policies, strategies and action plans) with the LEAs taking part in combatting organised crime in relation to arms trafficking/trade and proliferation and in weapons control;
- To advise and support the LEAs in inter-agency cooperation in combatting arms trafficking and proliferation;
- To advise on firearms and weapons control strategy development and the establishment of Ukrainian unified arms register and national firearms focal point;
- To advise on drafting and amending legislation related to practical aspects of a unified nationwide weapons control system, and countering organised crime involved in arms trafficking/trade;
- To advise on an operational level to set up and implement countrywide Arms Trafficking Task Forces as well as on a countrywide operational system for the control of licensed weapons and firearms;
- To advise LEAs on the action/implementation plans including on activities combatting structured, hierarchical criminal organisations;
- To contribute to leadership development of senior Ukrainian Organised Crime officers with a focus on weapons control, arms trafficking/trade and proliferation;
- To promote specific Organised Crime concepts, to build Ukrainian institutional resilience.
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To develop and participate in implementation of EUAM Ukraine projects and externally funded projects;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To maintain necessary contacts and build relationships with relevant local counterparts;

- To liaise closely with advisers on cross-cutting issues;
- To design and deliver training.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience in the field of weapons control, combating international arms trade/trafficking and proliferation (including experience in weapons control, investigating arms trafficking/trade and proliferation in coordination with other LEAs and the prosecution service (e.g. task forces), after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Knowledge of EU Policy Cycle and its implementation;
- Knowledge in drafting Organised Crime Policies/Strategies/Action Plans;
- Knowledge of drafting legislation related to strategic aspects of fighting international arms trade/trafficking and proliferation;
- Knowledge of Intelligence-led Policing principles.

6. Desirable Qualifications and Experience:

- Experience in project management, including planning, budgeting, implementation and evaluation;
- International experience at strategic level in fragile and conflict affected states, bilaterally or with multinational and international organisations;
- Experience of international cooperation in combatting organised crime especially in connection with arms trafficking/trade and proliferation.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on the Investigation of International Crimes	Employment Regime: Seconded	
Ref. Number: UAT 003 UAT 009	Location: Kyiv/countrywide	Availability: ASAP ASAP
Component/Department/Unit: Operations Department/Rule of Law Component/International Crimes Investigations Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Adviser on the Investigations of International Crimes reports to the Head of International Crimes Investigations Unit.

2. Main Tasks and Responsibilities:

- To support, mentor, and advise local Ukrainian Law Enforcement Agencies in investigating international crimes (war crimes, crimes against humanity, and genocide);
- To provide expertise to strengthen capabilities in international crime investigations, especially in crime scene investigations, interviewing witnesses and suspects, case building and linkage to higher perpetrators, evidential analysis, and the organisation of structured investigations;
- To advise local Ukrainian counterparts on training related issues in international crimes investigations, conduct of assessments on training needs, development of curricula, Training of Training concept and design, implementing and delivery of training activities;
- To contribute to the design of strategies, initiatives and work streams that support Ukrainian authorities involved in the investigation of international crimes, particularly, the National Police of Ukraine, the Special Bureau of Investigations and the Security Service of Ukraine;
- To support Ukrainian law enforcement agencies in improving cooperation and coordination between themselves as well as with the Office of the Prosecutor General;
- To support relevant Ukrainian partners in identifying appropriate equipment and infrastructure required to modernise and improve international crime investigations;
- To advise and support relevant Ukrainian partners in implementing externally funded projects/initiatives;
- To collaborate with staff in the Criminal Investigations and Organised Crime Unit in the Mission HQ to ensure the Field Offices implement the Mission's advice on strategic policies and projects and, when appropriate, a uniform application of the Mission's advice throughout Ukraine;
- To maintain necessary contacts and build relationships with relevant local and international counterparts;
- To liaise closely with other horizontal advisers.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience in the field of criminal investigations (including experience of investigating international crime, organised crime and/or other serious and complex crime at the national or international level and in coordinating with other law enforcement agencies and with the prosecution services) after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts;
- Knowledge of strategic, operational and tactical criminal analysis;
- Experience of designing and delivering training;
- Ability to identify counterparts' training requirements and draft a training curriculum for criminal police.

6. Desirable Qualifications and Experience:

- Experience in project management, including planning, budgeting, implementation and evaluation;
- International experience at strategic level in fragile and conflict affected states, bilaterally or with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on the Prosecution of International Crimes	Employment Regime: Seconded	
Ref. Number: UAT 012 UAT 013 UAT 016	Location: Kyiv/countrywide	Availability: 5 Mar 2023 29 Mar 2023 ASAP
Component/Department/Unit: Operations Department/Rule of Law Component/ Head of International Crimes Prosecution Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on the Prosecution of International Crimes reports to the Head of Unit – IC Prosecution Security permitting, the Senior Adviser will be embedded within Ukrainian Law Enforcement Agencies. The Senior Adviser may be temporarily deployed in a Field Office or the Mobile Unit.

2. Main Tasks and Responsibilities

- To support, mentor, and advise the Office of the Prosecutor General and other prosecution and law enforcement bodies in the investigation and prosecution of international crimes (war crimes, crimes against humanity, genocide, and crime of aggression);
- To develop standards, guidelines and concepts on prosecution of international crimes;
- To identify and implement capacity building and training opportunities (including designing and delivering training programmes) for prosecutors on prosecution of international crimes;
- To review Ukrainian draft laws and other legislation relevant to international criminal law and procedure, and provide advice and written opinions with recommendations including on improving compatibility with the Rome Statute, and international human rights principles and standards;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights mainstreaming in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; AND
- A minimum of 6 years of relevant professional experience out of which a minimum of 3 years of experience in the prosecution of international crimes, after having fulfilled the educational requirements.

5. Essential Knowledge, Skills and Abilities

- Knowledge of matters related to investigation and prosecution of international crimes;
- Ability to engage with senior officials/governmental level decision makers;
- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Excellent legal drafting skills.

6. Desirable Qualifications and Experience

- Experience of prosecuting international crimes at national or international level (specialised court/tribunal or executive international mission);
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on the Investigation of Conflict-Related Sexual Violence (CRSV)	Employment Regime: Seconded	
Ref. Number: UAT 019	Location: Kyiv/countrywide	Availability: 1 Feb 2023
Component/Department/Unit: Operations Department/Rule of Law Component/International Crimes Prosecutions Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Adviser on Investigation of Conflict-Related Sexual Violence (CRSV) reports to the Head of the International Crimes Prosecutions Unit.

2. Main Tasks and Responsibilities:

- To support, mentor, and advise local counterparts including from the prosecution service and law enforcement bodies in the area of international crime investigations and prosecutions pertaining to CRSV;
- To provide expert advice in order to strengthen capabilities in international crime investigations and prosecutions pertaining to CRSV, including in evidence gathering and analysis, the interviewing of victims and other witnesses and suspects, establishing linkage evidence to high level perpetrators, and on the organisation of structured investigations;
- To advise and develop policies and strategies in relation to the investigation and prosecution of CRSV;
- To provide expert advice on the issues of victim/witness confidentiality, consent, and the prevention of re-traumatization of CRSV victims during the investigation, prosecution and adjudication process;
- To provide expert advice on victim and witness management including during the interview and testimony process, and advice on ensuring victim and witness security, and the safe handling of confidential information;
- To provide comments and recommendations on strategies, guidelines and legislation on CRSV;
- To research and implement policy and other support measures based upon the most current national and international guidance;
- To closely coordinate and foster meaningful working relationships with other relevant authorities, civil society organisations, medical services and other partners;
- To provide advice on international standards and comparative practices in the investigation and prosecution of CRSV;
- To support the development of the capacity and capability of Ukrainian prosecutors and law enforcement bodies in CRSV investigations and prosecutions, through mentoring and advising;
- To design and deliver training to Ukrainian counterparts conducting needs assessments, the development of curricula, and the development and implementation of Training of Trainer curricula;
- To advise Ukrainian counterparts on coordination between law enforcement agencies and victim support services;
- To support relevant Ukrainian partners in identifying appropriate equipment and infrastructure required to modernise and improve international crime investigations;
- To liaise closely with other horizontal advisers;
- To manage and lead projects in international crime investigations.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within crime investigation activities;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies in law or other relevant qualification of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND;
- A minimum of 6 years work experience as an investigator, prosecutor, judge or other specialist with relevant and expert experience in CRSV after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- In-depth knowledge of matters relating to the investigation and prosecution of CRSV;
- Knowledge of consent, confidentiality and the interviewing of vulnerable victims and witnesses and the gathering of forensic evidence;
- Knowledge of policy and international standards in CRSV;
- Ability to mentor, advise and motivate local counterparts;
- Ability to identify training needs of counterparts and draft training curricula.

6. Desirable Qualifications and Experience:

- Experience in the investigation of international crimes;
- Experience in coordinating with other law enforcement agencies and the prosecution service;
- Experience of designing and delivering trainings.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of strategic, operational and tactical criminal analysis;
- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on the Investigation of Trafficking of Human Beings	Employment Regime: Seconded	
Ref. Number: UAT 020	Location: Kyiv/Countrywide	Availability 11 Feb 2023
Component/Department/Unit: Operations Department/Rule of Law Component/Criminal Investigation & Organised Crime Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Adviser on Investigation of Trafficking of Human Beings reports to the Head of Criminal Investigation and Organised Crime Unit

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To provide strategic advice and assistance to relevant local Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To develop training materials for prosecutors, police and other senior and middle management law enforcement officers on investigation of THB as well as identifying trainers to conduct training sessions for law enforcement authorities;
- To plan, design, develop and manage relevant projects to enhance the law enforcement capacity in investigating human trafficking proactively; being responsible for mainstreaming anti-trafficking activities;
- To act as focal point for international organisations dealing with anti-trafficking initiatives such as the IOM, ICMPD, UN, OSCE; include discussions of new initiatives and projects with representatives of these organisations so that they are implemented in a coordinated and complementary manner;
- To propose and co-ordinate joint initiatives to address the existing shortcomings, taking into consideration the programs and plans of other international organisations in the same geographical area;
- To support relevant Ukrainian partners in identifying appropriate equipment and infrastructure needed to modernise and improve criminal investigations;
- To advise and support the relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise;
- To manage and lead projects on criminal investigations in relation to THB;
- To provide analysis and recommendation to the counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of progressively responsible professional experience in law enforcement, including experience dealing with investigations on THB and/or any other THB-related issues.

5. Essential Knowledge, Skills and Abilities:

- Experience of designing and delivering training;
- Deep knowledge and experience in all matters related to international crime investigations;
- Knowledge of strategic, operational and tactical criminal analysis;
- Ability to represent the Mission at the highest levels of local counterparts;
- Ability to identify training needs of the counterparts and draft a training curricular for criminal police.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Senior International Crimes Investigation Analyst	Employment Regime: Seconded	
Ref. Number: UAT 026	Location: Kyiv/Countrywide	Availability: ASAP
Component/Department/Unit: Operations Department/Rule of Law Component/Criminal Investigation & Organised Crime Unit/Criminal Investigation Team	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Senior International Crimes Investigation Analyst reports to the Head of Criminal Investigation and Organised Crime Unit. Security permitting, the Senior Analyst will be embedded within Ukrainian Law Enforcement Agencies. The Senior Analyst may be temporally deployed in a Field Office or the Mobile Unit.

2. Main Tasks and Responsibilities:

- To support, mentor, and advise local Ukrainian Law Enforcement Agencies in the field of international crimes analyses;
- To provide expertise to strengthen the capabilities for international crimes analysis, especially on the collection and synthesis of multi-sourced data, information and evidence, and analytical products and software;
- To advise local Ukrainian counterparts at the strategic level on training related issues in international crimes analysis, training needs assessment, development of curricula, Training of Trainers concept and assist in the implementation of training activities;
- To support relevant Ukrainian partners in identifying appropriate equipment and infrastructure required to modernise and improve international crime analysis;
- To advise and support the relevant Ukrainian partners in implementing externally funded projects/initiatives;
- To manage and lead projects on international crimes analysis;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To continuously liaise and coordinate all initiatives with staff in the Criminal Investigations and Organised Crime Unit in the Mission HQ.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within international criminal analysis activities;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights mainstreaming in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR

equivalent and attested police or/and military education or training or an award of an equivalent rank; AND

- A minimum of 6 years of relevant professional experience in the field of criminal investigations and/ or successful participation in an international mission dealing with international crime investigations, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of research and analytical techniques;
- Extensive knowledge and experience in analytical software and tools;
- Knowledge of criminal intelligence and complex data;
- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Ability to represent the Mission at the highest levels of local counterparts;
- Ability to identify counterparts training requirements and draft a training curriculum for criminal police.

6. Desirable Qualifications and Experience:

- Experience with investigation of international crimes.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on Legal Reform	Employment Regime: Seconded	
Ref. Number: UAT 027	Location: Kyiv	Availability: 1 Apr 2023
Component/Department/Unit: Operations Department/ Rule of Law Component/ Prosecution and Judiciary Unit	Level of Security Clearance: EU CONFIDENTIAL	Open to Invited Third States: Yes

1. Reporting Line

The Senior Adviser on Legal Reform reports to the Head of Prosecution and Judiciary Unit.

2. Main Tasks and Responsibilities

- To provide strategic advice and assistance to the relevant Ukrainian partners in developing a legal/regulatory framework in accordance with the agreed policies, guidelines and best practices and in coordination with other international actors and stakeholders;
- To assist relevant Ukrainian authorities in identifying and analysing security sector reform (SSR) related legislative needs, challenges, options and solutions;
- To analyse Ukrainian (draft) legislation, international and EU standards and EU Members States legislation, draft legal analysis, memoranda and opinions;
- To develop comments to Ukrainian (draft) legislation and to draft specific legal provisions;
- To provide comparative studies on international legal standards and legislation of EU countries pertaining to specific areas of SSR;
- To provide expertise to strengthen capabilities in legislative drafting, including advanced legal expertise, analysis and advice on related Ukrainian legislation pertaining to SSR;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the legal reform and legislative drafting field;
- To assist in the implementation of training activities for legislative drafting;
- To identify, analyse and disseminate information on all legislative drafting activities within her/his area of responsibility as required;
- To assist and/or take part in working groups and committees formed by Ukrainian authorities to review legislation and/or be embedded within a local institution, security permitting;
- To assist the Head of Prosecution and Judiciary Unit and the Head of Rule of Law Component in prioritising which Ukrainian legislative acts the team should concentrate on.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices related to legal reform;
- To contribute and ensure timely reporting on legal reform related activities;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree in Law AND
- A minimum of 6 years of relevant professional experience in law, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Knowledge of EU Human Rights legislation, including standards and best practices developed by the countries within the Council of Europe;
- Excellent analytical legal drafting skills;
- Excellent interpersonal and communication skills.

6. Desirable Qualifications and Experience

- International experience, particularly in crisis areas with multinational and/or international organizations;
- Experience in parliamentary process, international law, procedural law, administrative law, criminal law, contract law and labour law, developing legislation and legislative drafting.

7. Desirable Knowledge, Skills and Abilities

- Understanding of Ukrainian law;
- Knowledge of the political, cultural and security situation of the Mission area and other areas within the same geopolitical region.

Position Name: Senior Adviser on Complex Forensic Crime Scene Analysis	Employment Regime: Seconded	
Ref. Number: UAT 033 UAT 035	Location: Kyiv/Countrywide	Availability: ASAP 6 Apr 2023
Department/Component/Unit: Operations Department/Rule of Law Component/Criminal Investigation & Organised Crime Unit/Organised Crime Team	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Forensic - Complex Crime Scenes reports to the Head of Criminal Investigation and Organised Crime Unit.

2. Main Tasks and Responsibilities

- To advise, mentor, and provide expertise to Ukrainian counterparts to strengthen forensic capabilities in relation to complex crime scene activities/management;
- To facilitate the support of the European Agencies, e.g. EUROPOL, and EU Member States' Law Enforcement Agencies;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to modernise and enhance complex forensic crime scene activities/management;
- To manage and lead projects on complex forensic crime scene and to advise and support the relevant Ukrainian partners in implementing externally funded projects/initiatives;
- To assist in the implementation of training activities on the best practice in forensic standards on major incident or crime sites;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other relevant advisers;
- To design and deliver training.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices related to complex forensic crime scenes;
- To contribute and ensure timely reporting on activities related to complex forensic crime scenes;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree; OR police or military equivalent education or training and rank; AND
- A minimum of 6 years of relevant professional experience in the fields of forensics and/or crime scene investigation, having fulfilled the educational requirements.

5. Essential Knowledge, Skills and Abilities

- Knowledge of forensics matters, in particular with regard to criminal investigations;
- Knowledge of forensic techniques and analysis at a complex crimes scenes;
- Ability to reconstruct complex crime scenes;
- Ability to mentor, advise and motivate local counterparts;
- Experience in dealing with scenes of major incidents and crimes;
- Experience of designing and delivering training;
- Ability to engage with senior officials/ governmental level decision makers.

6. Desirable Qualifications and Experience

- Experience in CBRNE (chemical, biological, radiological, nuclear and explosive) related crime scenes;
- Experience in working on international crime scenes;
- Experience in trace analyses and recovery (e.g. DNA, blood);
- Experience in identification of bodies or parts of bodies;
- Experience in capturing, visualizing and reconstructing crime scenes;
- Experience in crime scene work in high risk areas (grenades, landmines, IED, EOD, UXO's);
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian language skills.

Position Name: Senior Adviser on Military Structures and Analysis (Civilian)	Employment Regime: Seconded	
Ref. Number: UAT 041	Location: Kyiv/countrywide	Availability: ASAP
Department/Component/Unit: Operations Department/Rule of Law Component/International Crimes Prosecutions Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Senior Adviser on Military Structures and Analysis reports to the Head of the International Crimes Prosecutions Unit.

2. Main Tasks and Responsibilities

- To advise, mentor, and provide expertise to Ukrainian prosecutors, law enforcement bodies and the Interagency Working Group of military experts (collectively Ukrainian partners) working in the investigation and prosecution of international crimes, in understanding military doctrine, structure, tactics, military necessity, objectives, chains of command, land/air/sea weapons systems, and the types/effects of different ammunition and explosives;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to modernise and enhance investigations and analysis regarding military elements in the investigation of international crimes;
- To support the development of capacities and capabilities of Ukrainian partners on the elements of international crimes related to military doctrine, structure, tactics, military necessity, objectives, chains of command, land/air/sea weapons systems, and the types/effects of different ammunition and explosives;
- To provide expertise in order to strengthen capabilities for the analysis of military elements within international crimes, particularly in the collection and synthesis of multi-sourced data, information and evidence, and in analytical products and software;
- To design and deliver training activities to build capability in investigations and the analysis of elements of international crimes related to military doctrine, structure, tactics, military necessity, objectives, chains of command, land/air/sea weapons systems, and the types/effects of different ammunition and explosives;
- To manage and lead projects in investigations and the analysis of elements of international crimes related to military doctrine, structure, tactics, military necessity, objectives, chains of command, land/air/sea weapons systems, and the types/effects of different ammunition and explosives;
- To assist Ukrainian partners in implementing externally funded projects/initiatives;
- To facilitate the support of the European Agencies, e.g. EUROPOL, and EU Member States' Law Enforcement Agencies for Ukrainian counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To build relationships and collaborate with other international partners in providing support to Ukrainian partners.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices related to investigations and analysis in military structures including equipment, weapons, ammunition and explosives;
- To contribute and ensure timely reporting on investigative and analytical activities;

- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree; OR police or military equivalent education or training and rank; AND
- A minimum of 6 years of relevant professional experience in the field of military structures and military strategic, operational or tactical analysis, after having fulfilled the educational requirements.

5. Essential Knowledge, Skills and Abilities

- Knowledge of military matters, in particular, with regard to military structures, doctrine, equipment, weapons, ammunition and explosives in order to contribute to criminal investigations;
- Knowledge of the military weapons systems used in the area of operations, especially the RFA, former USSR and former Warsaw Pact military weapon systems;
- Knowledge of military intelligence matters.

6. Desirable Qualifications and Experience

- Operational military experience, ideally including as an operations or intelligence staff officer at brigade level or higher;
- Experience in project management;
- Experience in the investigation of international crimes;
- International experience, particularly as a military analyst or expert, working in international tribunals and/or in crisis/post crisis areas with multinational and/or international organisations.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian and/or Russian language skills.

Position Name: Planning and Reporting Officer	Employment Regime: Seconded	
Ref. Number: LVC 001	Location: Lviv	Availability: 17 Feb 2023
Department/Component/Unit: Chief of Staff Office/Planning, Reporting and Evaluation Division /Field Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Planning and Reporting Officer reports to the Head of Planning, Reporting and Evaluation Division.

2. Main Tasks and Responsibilities

- To advise and support the Head of the Field Office in reporting on the activities in the region according to the Head of Mission's directions, Operation Plan, Mission Implementation Plan (MIP), Operations Implementation Framework (OIF) and other relevant planning documents. To this effect, he/she supports the Head of Planning, Reporting and Evaluation Division and monitors and reports on the progress of mandate implementation, including the identification of challenges, options and solutions and through benchmarking, analysis of internal operational reporting and evaluation;
- To help to ensure that operational activities and projects in the region are conducted in accordance with the Mission's instructions;
- To identify informational needs and contribute to the Mission reporting and information gathering;
- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Missions' area of responsibility;
- To contribute to the development and regular updating of the MIP and Operations Implementation Framework OIF in close cooperation with the relevant Mission's operational elements and other key stakeholders;
- To contribute to the identification and development of new projects in line with the objectives of the Mission's mandate and in support of the Mission's Project Management Unit;
- To develop and implement baseline surveys, monitoring and evaluation exercises to evaluate and assess the impact of the Mission's activities;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To prepare and give presentations; produce talking points, speeches and presentations on behalf of others; and take meeting minutes.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the educational requirements.

5. Essential Knowledge, Skills and Abilities

- Report compilation, drafting and editing skills;
- Communication and presentation skills;
- Analytical capability and knowledge of information collection;
- Political awareness and understanding.

6. Desirable Qualifications and Experience

- Experience in planning and progress assessment;
- Experience in project management;
- Experience in international work/missions/projects to support host state reforms in the area of Security Sector/Rule of Law.

7. Desirable Knowledge, Skills and Abilities

- Analytical and drafting capability and profound knowledge of information collection and analytical methods;
- Ukrainian or/and Russian Language skills.

Position Name: Adviser/Trainer on Community Policing	Employment Regime: Seconded	
Ref. Number: LVO 003	Location: Lviv	Availability: ASAP
Department/Component/Unit: Operations Department/Field Office	Security Clearance Level: EU RESTRICTED	Open to Contributing Third States: Yes

1. Reporting Line

The Adviser/Trainer on Community Policing reports to the Head of Field Office.

2. Main Tasks and Responsibilities

- To identify and advise the relevant regional/local Ukrainian partners on the capacity and training opportunities in the community policing field;
- To support the relevant regional/local Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the OPLAN and Mission Implementation Plan (MIP);
- To provide expertise to strengthen the capabilities in the community policing field;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify, analyse and disseminate information on all regional/local community policing activities within her/his area of responsibility as required;
- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Head of Field Office;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To ensure data collection related to Mission's trainings;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, including experience in national/international training units/programmes for law enforcement agencies, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Presentation skills;
- Ability to plan, multi-task and manage time effectively.

6. Desirable Qualifications and Experience

- Professional Training Qualification/Certification;
- Experience in international efforts to support host state reforms in the area of Public Security on national and regional level, in particular in the field of community safety, crime prevention and road traffic safety.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or/and Russian language skills.

Position Name: Adviser / Trainer on Criminal Investigations	Employment Regime: Seconded	
Ref. Number: LVO 004	Location: Lviv	Availability: ASAP
Component/Department/Unit: Operations Department/ Field Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Adviser on Criminal Investigations reports to the Head of Field Office.

2. Main Tasks and Responsibilities:

- To provide strategic advice and assistance to relevant local Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To support the development of the capacities of local Ukrainian Law Enforcement Agencies in the field of criminal investigations through mentoring and advising;
- To advise local Ukrainian counterparts on strategic level regarding all training related issues in criminal investigations, such as need assessment for training, development of curricula, Training of Training concept, etc.;
- To support relevant Ukrainian partners in identifying appropriate equipment and infrastructure needed to modernise and effective criminal investigations;
- To be the key local interlocutor on strategic level with the Heads of regional Law Enforcement Agencies on criminal investigations and other key partners;
- To manage and lead projects on criminal investigations;
- To continuously liaise and coordinate all initiatives with staff in the Criminal Investigations and Organised Crime Unit in the Mission HQ to ensure that the Field Office assist in implementing the Mission's advice on strategic policies and projects and, when appropriate, a uniform application of the Mission's advice throughout Ukraine.

3. General Tasks and Responsibilities:

- To ensure timely reporting on criminal investigations activities as per planning documents, in particular progress/lack of progress;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To identify best practice and lessons learned on aspects related to criminal investigations;
- To undertake any other related task as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank;
- A minimum of 4 years of relevant professional experience (including experience in change management, management and implementation of reform programmes) after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts;
- Deep knowledge and experience in all matters related to criminal investigations;
- Knowledge of strategic, operational and tactical criminal analysis;
- Ability to represent the Mission at the highest levels of local counterparts;
- Ability to identify training needs of the counterparts and draft a training curricular for criminal police.

6. Desirable Qualifications and Experience:

- Experience of designing and delivering trainings;
- International experience, particularly in crisis areas with multinational and/or international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Senior Adviser on General Policing	Employment Regime: Seconded	
Ref. Number: LVO 008	Location: Lviv	Availability: ASAP
Department/Component/Unit: Operations Department/ Field Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on General Policing reports to the Head of Field Office.

2. Main Tasks and Responsibilities

- To enhance the awareness of the relevant Ukrainian partners of EU policing standards, models and approaches;
- To assist them in identifying choices, making informed decisions, analysing implications and planning in the context of shaping Ukrainian police reforms and their implementation;
- To provide expertise to strengthen capabilities on general policing, including service-minded and citizen-oriented Community Safety Strategy, specifically police command and control, patrolling, -investigation, crime scene management, traffic enforcement, first response etc.;
- To advise on the European best practises in managing human resources within a modern police force;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities on general policing;
- To identify and connect with relevant (international) donors in the same field of expertise and implementation on general policing topics;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effectively on general policing;
- To manage and lead projects on general policing and advise and support the relevant Ukrainian partners in implementing externally funded projects/initiatives in his/her field of expertise;
- To participate in working groups at Law Enforcement Agencies, when necessary, to develop the inter-agency cooperation, build resilience, etc.
- To participate in implementation of EUAM Ukraine projects;
- To coordinate the general and community policing activities in the Unit in line with the Mission mandate;
- To assist in the implementation of training activities on general policing and on contingency planning, crisis response and hybrid threats in conflict and post-conflict environment;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with advisers on cross-cutting issues;
- To design and deliver training.

3. General Tasks and Responsibilities

- To identify best practice and lessons learned within the field of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;

- To contribute and ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience in general policing, after having fulfilled the educational requirements.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor, advise and motivate local counterparts on strategical/tactical level;
- Knowledge of general policing issues;
- Ability to engage with senior officials/ governmental level decision makers.

6. Desirable Qualifications and Experience

- Experience of designing and delivering training;
- Experience in programs and project management;
- Experience on Strategic/Tactical Managerial - or Senior Expert level;
- Knowledge of recent developments in policing and management and awareness of the recent developments and European best practices.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or/and Russian language skills;
- Reform - and/or change management/ -processes knowledge and skills.

Position Name: Senior Adviser on Prosecution	Employment Regime: Seconded	
Ref. Number: LVO 009	Location: Lviv	Availability: ASAP
Department/Component/Unit: Operations Department/Field Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Prosecution reports to the Head of Field Office.

2. Main Tasks and Responsibilities

- To provide advice and assistance to the relevant regional/local Ukrainian partners in implementing reforms in accordance with the EUAM HQ policies, priorities and direction in the area of criminal justice – focusing on pre-trial investigations, prosecution, case management, criminal courts – and legal reform;
- To support and advise the Regional Prosecutor on prosecution reforms;
- To support and advise the Regional prosecutor's Office on developing sustainable working and evaluation processes as well as on cooperation with other regional authorities, especially police – prosecution cooperation;
- To support and advice relevant regional counterparts on criminal justice related matters and legal reform;
- To deputise for the Head of Field Office as required;
- To develop for approval and maintain FO Work Plan in the area of Prosecution and Rule of Law;
- To keep regular contact with MHQ Prosecution Unit, and to contribute to the according activities;
- To design and deliver trainings, workshops, webinars, round tables, briefings, conferences as appropriate;
- To assist the HoFO in preparing budget for the Rule of Law issues and run according procedures;
- To assist the HoFO in coordinating and drafting regional plans/policies on all Rule of Law matters;
- To travel within the Mission's area of operations as required.
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing less developed structural areas in the performance and accountability of counterparts/institutions and to propose solutions for developing and strengthening counterparts/institutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To design and deliver training, as appropriate.

3. General Tasks and Responsibilities

- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To identify best practice and lessons learned within the field of responsibility;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; AND
- A minimum of 6 years of relevant professional experience (including experience in the field of prosecution, criminal defence or as a criminal judge), after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Ability to represent the Mission at the highest levels of local counterparts.

6. Desirable Qualifications and Experience

- Experience of designing and delivering training;
- Experience in project management;
- Experience in international work/Missions/projects to support host state reforms in the area of Security Sector/Rule of Law.

7. Desirable Knowledge, Skills and Abilities

- Knowledge and understanding of the institutional, legal and policy frameworks integrating the value of gender mainstreaming;
- Ukrainian or Russian language skills.

Position Name: Adviser/Trainer on Community Policing	Employment Regime: Seconded	
Ref. Number: ODO 005	Location: Odesa	Availability: 25 Feb 2023
Department/Component/Unit: Operations Department/Field Office	Security Clearance Level: EU RESTRICTED	Open to Contributing Third States: Yes

1. Reporting Line

The Adviser/Trainer on Community Policing reports to the Head of Field Office.

2. Main Tasks and Responsibilities

- To identify and advise the relevant regional/local Ukrainian partners on the capacity and training opportunities in the community policing field;
- To support the relevant regional/local Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the OPLAN and Mission Implementation Plan (MIP);
- To provide expertise to strengthen the capabilities in the community policing field;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify, analyse and disseminate information on all regional/local community policing activities within her/his area of responsibility as required.
- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Head of Field Office;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To ensure data collection related to Mission's trainings;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, including experience in national/international training units/programmes for law enforcement agencies, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Presentation skills;
- Ability to plan, multi-task and manage time effectively.

6. Desirable Qualifications and Experience

- Professional Training Qualification/Certification;
- Experience in international efforts to support host state reforms in the area of Public Security on national and regional level, in particular in the field of community safety, crime prevention and road traffic safety.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or/and Russian Language skills.

Position Name: Mission Security Assistant	Employment Regime: Seconded	
Ref. Number: UAD 011 UAD 012 UAD 013	Location: Kyiv/Countrywide	Availability: ASAP ASAP ASAP
Component/Department/Unit: Mission Security and Duty of Care Department/Security Division	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Mission Security Assistant (MSA) reports Senior Mission Security Officer.

2. Main Tasks and Responsibilities

- In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:
- To assist SMSO/Mission Security Officers (MSOs) in the development, implementation and updating Mission Security Plan and all supporting security and safety documents, instructions and procedures;
- To support SMSO/MSOs in conducting administrative duties inside the Security and Duty of Care Department;
- To work in close cooperation with the Mission Support Department in matters related to the procurement of security related equipment and services;
- To assess the security situation and to provide input to all security related documents;
- To provide reports to SMSO on all incidents affecting mission members and initiate necessary follow up action with the appropriate authorities;
- To assist in security surveys of mission member's personal protective security requirements, transport security, residential and office security;
- To provide appropriate response and assistance to mission members and to ensure that all necessary actions are taken, particularly in emergency cases;
- To assist and participate in regular security trainings, communication tests and evacuation exercises;
- To provide briefings on matters affecting the security and safety of mission members and to ensure all staff is properly prepared for emergencies;
- To ensure that all security and communications equipment is kept up-to-date and in a state of operational readiness;
- To support and assist planning and execution of security operations;
- To travel to high/critical risk areas and to conduct security duties;
- To liaise as directed and co-operate closely with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;

- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- A level of secondary education attested by a diploma, complemented by specialised training OR equivalent police or/and military education OR education at a civilian security organisation;
- A minimum of 4 years of relevant professional experience, (including experience in Field Security) after having fulfilled the education requirements;
- Validated civilian driving license class C/C1.

5. Essential Knowledge, Skills and Abilities:

- Planning and time-management skills;
- Analytical skills.

6. Desirable Qualifications and Experience:

- Successful completion of CPCC Mission Security Officer Course;
- International experience in CSDP Missions or multi-national/international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential security threats;
- Knowledge of CSDP security and duty of care policies and procedures;
- Working Ukrainian and/or Russian language skills.

Position Name: Head of Public Information Division / Senior Spokesperson	Employment Regime: Seconded/Contracted	Post Category: Expert Level
Ref. Number: UAC 050	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Chief of Staff Office/Press and Public Information Division	Level of Security Clearance: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Head of Press and Public Information Division (PPID) /Senior Spokesperson reports to the Chief of Staff.

2. Main Tasks and Responsibilities

- To lead and manage the PPID whilst ensuring coordination with the Mission's Operations Department and its Strategic Communication Advisors to the Ukrainian counterparts;
- To be responsible for communicating the actions, results and outcomes of the Mission's work to its key target audiences including managing the Mission's visibility, outreach, press and public information activities;
- To act as the Mission's senior (main) spokesperson and media and communications advisor to the Head of Mission and the Mission's Senior Management;
- To advise and contribute to the drafting of press releases, public statements, media summaries, articles and features;
- To supervise and contribute to the development and maintenance of an effective Mission website and social media accounts;
- To cover the media aspects of high-level visits, supervise and coordinate arrangements for visiting journalists/media;
- To coordinate with the press offices of other EU Delegations, the EU Special Representative and other EU actors in the host state;
- To maintain a close working relationship with the Civilian Conduct and Planning Capability (CPCC) and, as appropriate, with the Spokesperson of the High Representative in coordination with the CPCC;
- To draft, review, update, and implement the Mission's Communication Strategy;
- To manage the Press and Public Information budget, procurement processes and contract/tender/designs for Mission visibility items;
- To monitor disinformation against the interests of the Mission in close cooperation with input from the Mission Analytical Capability, the Security and Duty of Care Department and CIS;
- In collaboration with the Strategic Communications Advisers, prioritise, coordinate and oversee the Mission's activities with regard to the delivery of strategic communications advice and trainings, as well as other operations/projects in the field of strategic communications support to the Mission's Ukrainian counterparts;
- To be responsible for ensuring effective media monitoring services and responding timely to matters of relevance to the Mission, EU or the Mission's Ukrainian counterparts;
- To be responsible for the organisation and conduct of press conferences, briefings and other media events;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;

- To uphold a strict zero-tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree in Communication. The qualification should be in any of the fields of Communication Sciences, Political studies, International Relations, Humanities, Social sciences or other related field; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 2 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities

- Excellent interpersonal and communication skills;
- Excellent drafting skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level.

6. Desirable Qualifications and Experience

- International experience, particularly in crisis areas with multinational and/or international organizations.

7. Desirable Knowledge, Skills and Abilities

- Knowledge of the political, cultural and security situation of the mission area and other areas within the same geopolitical region.

Position Name: Mission Security Officer	Employment Regime: Seconded/contracted	Post Category for Contracted: Mission Support Staff - Management Level (MSML)
Ref. Number: ODD 002 MAD 001	Location: Odesa Kyiv	Availability: ASAP
Component/Department/Unit: Security and Duty of Care Department / Security Division	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Mission Security Officer (MSO) reports to the Senior Mission Security Officer (SMSO).

2. Main Tasks and Responsibilities

- To assist the Senior Mission Security Officer in the development, implementation and updating of the Mission Security Plan and all supporting security and safety documents, instructions and procedures;
- To assess the security situation and to provide comprehensive reports to the Senior Mission Security Officer on all incidents affecting Mission members;
- To assist the Senior Mission Security Officer in reviewing the security phases;
- To work in close cooperation with the Mission Support Department in matters related to the procurement of security related equipment and services;
- To elaborate in-depth planning and execution of security operations;
- To support in the identification, development, delivery and auditing of security training requirements;
- In line with the EU Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:
 - To perform security reviews of personal protective equipment, transport and residences and Mission Offices;
 - To ensure all security and communications equipment is operational and ready to use;
 - To conduct regular security drills, communication tests and evacuation exercises;
 - To provide briefings and presentations to Mission members on matters related to safety and security to ensure staff are prepared for emergencies;
 - To liaise and cooperate with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives on security matters;
 - To provide assistance to Mission members and ensure all necessary actions are taken, particularly in emergency cases;
 - To travel to all Mission areas including high-risk areas as required.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework equivalent to level 6 in the

European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank;
AND

- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.
- Valid license for armoured vehicles or C or C1 Driving license.

5. Essential Knowledge, Skills and Abilities

- Planning and time-management skills;
- Analytical skills.

6. Desirable Qualifications and Experience

- Security studies, security and defence studies, peace and conflict studies, intelligence or other related fields;
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Knowledge of the Mission area and potential security threats;
- Ukrainian and/or Russian language skills.

Position Name: Finance Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff - Management Level (MSML)
Ref. Number: UAS 011	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Mission Support Department/Finance Unit	Security Clearance Level: EU RESTRICTED	Open to Contributing Third States: No

1. Reporting Line:

The Finance Officer reports to the Head of Finance.

2. Main Tasks and Responsibilities:

- To assist the Head of Finance in maintaining the financial and accounting operations of the Mission;
- To develop policies for accounting and control of Mission finances in close cooperation with the Head of Finance;
- To manage the accounts, payments, treasury, financial system, claims and other financial functions;
- To follow up on the reconciliation of bank statements with payroll and accounts;
- To verify the legality and regularity of transactions prior to authorising financial transactions, (i.e. commitments and payments);
- To monitor expenditures on budget execution, and to make recommendations for corrective actions to the budget if needed;
- To maintain any financial control as appropriate and tasked by the Head of Finance.
- To assist the Head of Finance in maintaining the financial operations of the Mission;
- To assist in the reporting, verifying the integrity of accounts, their accuracy and their on time delivery;
- To implement audit recommendations and ensure the effectiveness of internal control;
- To assist in identifying goods and services required for improvement/efficiency for procurement;
- To assist the Head of Finance in drafting the Mission budget;
- To liaise and coordinate on financial issues with authorities and all other relevant actors (banks etc.) under the supervision of the Head of Finance.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent

and attested police and/or military education or training or an award of an equivalent rank;
AND

- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of accounting and general financial principles;
- Proficiency in at least one accounting software and MS software, especially Excel;

6. Desirable Qualifications and Experience:

- Degree or certificate in Economics/Business Administration/Finance/Banking/Accounting or other related field;
- Member of a corps or body within EU member states public institutions having functions of this nature and/or certification as a Certified Public Accountant or Chartered Accountant;
- Knowledge of current technologies used for Finance/Accounting like an Enterprise Resource Planning (ERP) System;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.

Position Name: Head of Procurement	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert level
Ref. number: UAS 020	Location: Kyiv	Availability: 16 Jan 2023
Component/Department/Unit: Mission Support Department/ Procurement Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Head of Procurement reports to the Head of Mission Support Department.

2. Main Tasks and Responsibilities

- To lead, manage and coordinate the work and staff of the Procurement Section;
- To coordinate the Mission's procurement and contract management processes in accordance with EU Financial regulation, PRAG, as well as internal rules and procedures;
- To draft, maintain, and have full ownership of the Mission's procurement plan for the mandate, including its closure;
- To maintain and update Procurement and contract management SOP of the Mission.
- To assist and advise the chain of command on all procurement and contract management issues;
- To provide support related to procurement and contract management matters to other units within the Mission;
- To develop professional relationships with the European Commission/FPI.3 and other EU actors involved in procurement processes in Brussels;
- To develop professional relationships with procurement colleagues in other Missions to share best practices in the area of procurement;
- To identify, manage and report the risks arising from the implementation of specific processes, systems and projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 2 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities

- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Ability to establish/review priorities, to plan and to exercise control;
- Ability to mentor and motivate staff;
- Knowledge of the EU Financial regulation, PRAG and other applicable procurement legislation.

6. Desirable Qualifications and Experience

- Specialised training/course in the field of procurement;
- University and/or Master's Degree in procurement, law, management, business administration;
- Experience in using legally established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations;
- Experience in planning and implementing projects and programmes;
- Experience in tendering processes and audits, preferably including EU procedures.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian and/or Russian language skills.

Position Name: Press and Public Information Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support – Management Level
Ref. Number: UAC 051	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Chief of Staff Office/Press and Public Information Division	Level of Security Clearance: EU RESTRICTED	Open to contributing third States: No

1. Reporting Line

The Press and Public Information Officer reports to the Head of Public Information Division / Senior Spokesperson.

2. Main Tasks and Responsibilities

- To communicate the actions, results and outcomes of the Mission’s work to its key target audiences including conducting the Mission’s visibility, outreach, press and public information activities;
- To deputise as Head of PPID/ Senior Spokesperson as appointed by Head of PPID/ Senior Spokesperson
- To draft press releases, public statements, articles and features, in close coordination with the local spokesperson;
- To organise and conduct press conferences, briefings and other media events, in close coordination with the local spokesperson;
- To cover the media aspects of high-level visits, organise and coordinate arrangements for visiting journalists/media, in close coordination with the local spokesperson;
- To contribute to the development and maintenance of an effective Mission website and social media accounts, including the development of content for these channels and their monitoring;
- To organise and coordinate photo and video coverage in support of the Mission’s communication;
- To contribute to the implementation of the Mission’s Communication Strategy;
- To contribute to the preparation and ongoing management of the Press and Public Information budget;
- To organise procurement processes and contract/tender/designs for Mission visibility items;
- To act as point-of-contact for Regional/Field Office’s press and public information Focal Points, in close coordination with the local spokesperson.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor’s Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank. The qualification should be in any of the fields of Communications, Media Science, Journalism,

Political Studies, International Relations, Humanities, Social Sciences or other related field;
AND

- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Experience and skills in digital communication (website management, managing social media accounts, visual communication);
- Drafting and presentation skills.

6. Desirable Qualifications and Experience

- Experience in the field of institutional communication;
- Proficiency with social media and graphic design software;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Knowledge of Russian or/and Ukrainian language;
- Knowledge of the Ukrainian media environment.

Position Name: Human Resources Reform Development Adviser/Trainer	Employment Regime: Seconded/Contracted	Post Category: Mission Support – Management Level
Ref. number: UAO 032	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Operations Department/ Governance Component/HR Reform Development Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Human Resources Reform Development Adviser/Trainer reports to the Head of Human Resources Reform Development Unit.

2. Main Tasks and Responsibilities

- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to strengthen the capabilities in the Human Resources field;
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the Human Resources field;
- To develop curricula within Human Resources Development and deliver training;
- To support developing and implementing in-service trainings;
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To work as an Adviser/Trainer travelling within the Mission's area of operations;
- To ensure timely reporting and information flow;
- To identify, analyse and disseminate information on all Human Resources activities within her/his area of responsibility as required;
- To ensure the Operational Implementation Framework (OIF) being updated through coordination and cooperation with the Lead Adviser;
- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Head of HR Reform Development Unit and the Head of Governance Component;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, including experience in national/international training units/programmes for law enforcement agencies and Human Resources change management, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Experience in providing advice or capacity building in the human resources field;
- Communication and presentation skills;
- Excellent team working skills;
- Ability to plan, multi-task and manage time effectively;
- Highly resilient under physical and mental pressure.

6. Desirable Qualifications and Experience

- Professional Training Qualification/Certification;
- Experience in project management;
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law.

7. Desirable Knowledge, Skills and Abilities

- Knowledge and understanding of the institutional, legal and policy frameworks integrating the value of gender mainstreaming;
- Ukrainian or/and Russian language skills.